



Volunteer Position Description: Troop Admin

Summary: The Troop Admin coordinates the administrative aspects of a troop, such as reports, registration, permission forms, and family communication. The Troop Admin will receive all physical mailings from council.

Position Supported By: This position reports to the Service Unit Director (SUD) and is supported by the Troop Mentor and Community Membership Executive (CME). Troop Leaders, Troop Admins, and Troop Program Guides are considered equal troop leadership roles.

Responsibilities:

- Verify that all adults who wish to be actively involved with the troop register as a member of GSNEO and successfully complete a background check.
- Complete and turn in all required reports by council deadlines.
- Manage troop paperwork including Personal Health and Medical Forms, Annual and Single Activity Permission Forms, Girl Code of Conduct, Parent/Caregiver Support Agreement, etc.
- Communicate with girls and their families by sharing council and troop information.
- Attend or send a representative to monthly service unit volunteer meetings.
- Co-manage troop budget and bank account.

Marketable Skills and Abilities:

- Strong organizational skills
- Knowledgeable with technology
- Budget management
- Time management
- Prioritizing tasks
- Teamwork/Collaboration
- Experience with finances or related skills
- Communication & interpersonal skills
- Records management

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This role deals directly with finances. The volunteer must be approved to handle funds.
 - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Time:** 4-8 hours average per month; varies based on frequency of troop meetings, activities outside of troop meetings, attendance at local service unit meeting, and trainings.
- **Required Training:** New Leader Orientation webinar, New Troop Training (gsLearn), and Money Matters (gsLearn).
- **Highly Recommended:** Welcome to Service Unit Orientation, GSNEO leadership development courses (in-person and online).
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scout Promise:

On my honor, I will try, to serve God* and my country, to help people at all times, and to live by the Girl Scout Law.

*Members may substitute for the word God in accordance with their own spiritual beliefs.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

