

Troop/Group Leader/Co-Leader Volunteer Position Description



Reports to: Community Coordinator
Supported by: Volunteer Mentor
Term: One year, with reappointment

Purpose: Works directly with girls, helping them to develop their leadership skills on an individual or a group basis. The leader will have enthusiasm and ability to generate girls' interests and curiosities about the ways that they can discover themselves, connect with the others, and take action to make the world a better place through the new Girl Scout leadership experience.

RESPONSIBILITIES:

A. Provide Quality Girl Scout Leadership Development Program:

1. Complete learning sessions for position within 3 months of being appointed. Also attends recommended GSMWLP area learning sessions.
2. Work in partnership with girls and adults through the implementation of the Girl Scout program and pathways.
3. Provide guidance and information regarding events and practices with girls' parents or guardians on a regular and ongoing basis through a variety of tools, including: E-mail, phone calls, newsletters, blogs, etc.
4. Provide for the safety and security of girls by following Girl Scouts of the USA's (GSUSA's) *Safety Activity Checkpoints*.
5. Organize fun, interactive, girl-led thematic series of activities, which address current issues involving girls' interests and needs.
6. Share knowledge, experience and skills with a positive and flexible approach.
7. Communicate effectively and deliver clear, organized and vibrant presentations to the individual or group.
8. Oversee the troop/group funds, ensuring that the handling of the funds meet with GSUSA's and the GSMWLP's policies and procedures.
9. Processes and completes all registration and other paperwork, ensuring that the handling of the paperwork meets GSUSA's and GSMWLP's policies and procedures.
10. Connect with and support the activities of the local Girl Scout community through regular attendance at local Service Unit meetings.
11. Maintain a close liaison with the Service Unit Community Coordinator and GSMWLP's support services to facilitate the implementation of the Girl Scout Mission.

CORE COMPETENCIES:

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the new Girl Scout leadership experience and achieve outcomes via Discover, Connect and Take Action.
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
- **Fostering Diversity:** Understands differences and embraces differences.
- **Oral Communication:** Expresses ideas clearly and concisely.
- **Personal Integrity:** Demonstrates honesty, credibility, and dependability.

Troop/Group Leader/Co-Leader Agreement:

I understand and agree to fulfill the purpose, accountability, and principal duties of the position of Troop/Group Leader/Co-Leader. This position is reviewable each year or as needed.

Please print your name here: _____

Your signature here: _____ Date: _____

Community Coordinator of SU# _____ or Membership Service Specialist:

Please print your name here: _____

Your signature here: _____ Date: _____

Note to CC or MSS: Please give one signed and dated copy to the new volunteer. Please mail a second signed and dated copy of this position description to the Duluth Regional Center attn: Adult Development Assistant |424 West Superior Street, Suite G 3 | Duluth MN 55802. Thank you!