

# Girl Scouts of Michigan Trails Troop Leader/Assistant Leader Position Description



## PURPOSE:

Provide leadership in delivering Girl Scout program to girls.

## RESPONSIBILITIES:

- Complete Volunteer Application and provide three references
- Attend New Leader Introduction; take Basic Orientation and Age Level training within 90 days
- Attend or send a representative to monthly Neighborhood Meetings
- Register the troop/group in a timely manner
- Meet with troop members on a bi-weekly or other agreed-upon regular basis
- Follow national and council policies, standards, guidelines, and procedures
- Learn about and utilize the girl/adult partnership; planning, preparing and carrying out the Girl Scout program and mission
- Deliver the Girl Scout program with sensitivity towards, race, creed, color, national origin, ethnicity, ability, and socio-economic backgrounds of all participants; encouraging open membership and inclusiveness
- Ensure that at least two non-related adults are registered with the troop
- Inform girls and families about troop, local Neighborhood, and Council activities; communicating on a regular basis
- Establish and maintain troop finance records, including bank account, with Neighborhood Manager or Treasurer as additional adult on account. Supervise the income and expenses resulting in accurate/legitimate usage of troop monies, making finance records available to parents as requested
- Submit Annual Troop Report with detailed cash record and copy of bank statement by the set date
- Turn over all troop records, bank account and supplies to the Neighborhood Manager if resignation/non-reappointment/dismissal becomes necessary
- Encourage troop family member participation in annual giving campaign
- Have fun – promote growth – embrace diversity

## QUALIFICATIONS:

- Become an adult member of the Girl Scouts of the USA
- Believes in the mission and principles of the Girl Scout movement
- Have the interest and desire to help girls
- Willingness to train for the position
- Criminal background check approved by Membership Executive

## BENEFITS:

- Positive girl/adult relationships
- Skill training provided by Girl Scouts of Michigan Trails
- Additional resource materials and assistance available as needed

## TERM OF SERVICE:

One school year. Open for reappointment yearly, based on evaluation/performance review by Neighborhood Manager.

## APPOINTED BY AND RESPONSIBLE TO:

Neighborhood Manager

*I have read and understand the position description and I am willing to serve in this capacity. I understand that if I do not carry out my duties as described, I may be released from this position before my term is complete.*

Name (print) \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Troop # \_\_\_\_\_

Neighborhood Manager Signature \_\_\_\_\_ NBHD # \_\_\_\_\_