

Position Description: Troop Leader

Purpose: To guide a group of girls in the Girl Scout Program based on the Girl Scout Promise and Law; to help them build courage, confidence, and character to make the world a better place.

Appointment & Support: Reports to and supported by the Troop Organizer and/or Area Manager for an annual term. Reappointment is at the end of the term and is determined by both parties.

Accountabilities:

- Guide girls in girl-led planning, cooperative learning experiences and evaluating activities based on the Girl Scout program appropriate to their interests, needs, and abilities.
- Complete learning opportunities for the position (in-person orientation, online leader training).
- Register girl and adult members in a timely manner.
- Schedule, prepare, and attend a minimum of two-three troop meetings a month.
- Communicate and keep parents informed of troop activities and troop needs.
- Establish and manage the troop bank account, keep accurate records of income and expenses, receipts, and budget for troop activities.
- Attend scheduled troop leader meetings to be informed, continue learning opportunities, and network with other volunteers.
- Distribute girl/parent information obtained at troop leader meetings in a timely manner.
- Submit records and reports as needed by the Girl Scouts of Manitou Council.
- Support and comply with the policies and standards of Girl Scouts of the USA and Girl Scouts of Manitou Council.

Qualifications:

- Enjoyment of and interest in working with girls.
- Willingness to support Girl Scouts in girl-led planning.
- Organizational skills.
- Ability to maintain confidentiality.
- Delegation skills.
- Communications skills.
- Subscribe to the mission of Girl Scouting and demonstrate this through Girl Scout membership.

