

## 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 requirements for the position within three months.
- Register girls and adults as members in a timely manner.
- Schedule, prepare, and attend a minimum of two 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.
- Communication skills.
- Subscribe to the mission of Girl Scouting and demonstrate this through Girl Scout membership.
- Complete and pass the background check process within 30 days.