



Girl Scouts of the Calumet Council

Position Description

- Volunteer Title:** Troop/Group Leader or Assistant Leader
- Reports to:** Service Unit Membership Coordinator, Membership Development Executive
- Term:** Appointed by the Service Unit Membership Coordinator (or MDE if the Coordinator position is vacant) for one year, October 1 – September 31.

Purpose or Position:

- 1) To provide guidance to girls in troops/groups by inspiring them with the highest ideals of character, conduct, patriotism and service that they may become happy and resourceful citizens.
- 2) To give support to the service unit, association, council and national organization to attain their goals.

Accountabilities:

To The Troop

- 1) Register all troop/group members annually and "new" girls promptly.
- 2) Complete training before or within three months of assuming troop leadership; attend on-going training as needed or according to specified guidelines (e.g. age-level workshops, first aid, out-door, etc.)
- 3) Guide girls in planning (using stated program goals), implementing and evaluating activities that stimulate their interest and abilities through use of democratic troop government and the values expressed in the Promise and Law.
- 4) Make adequate preparation for and meet regularly with the troop.
- 5) Responsible for the distribution of all council and service unit flyers and information to girls and their parents. Encourage girl participation.
- 6) Work co-operatively with co-leaders, assistant leaders and troop parents.
- 7) Responsible for organizing and carrying out service projects, community involvement and troop visibility, (i.e. parades, cleanups, fests, ceremonies)

To The Service Unit

- 1) Attend or provide representation to monthly leader meetings for ongoing support and evaluation.
- 2) Contact or accept assistance from the service team in matters concerning troop membership, program problems, and needs.
- 3) Maintain accurate records (individual girl, badge work, financial, etc.) and prepare punctual requests (camping, fund raising and activities) in order that such may be processed, reviewed, retained and/or forwarded.
- 4) Work co-operatively with service team members and other leaders.

To The Council

- 1) Attend association and council meetings, support and promote council-wide events and financial projects.
- 2) Obtain a signed troop sponsorship agreement, with assistance from the service team.
- 3) Provide opportunities for each girl's personal development and growth.
- 4) Register supportive adults with the troop to assist with program, product sales, general troop maintenance, etc. (transportation, telephoning, etc.); keep such persons informed of the troops functions and needs.
- 5) Actively support the Family Partnership Program and promote other council sponsored fund development activities.

Girl Scout Volunteers that have outstanding debts with Girl Scouts of the Calumet Council will be removed from their volunteer positions.

I have read the above Position Description, understand it and will carry out these responsibilities to the Girl Scouts of the Calumet Council. I am committed to ensuring that EVERY girl and adult has the opportunity to be a Girl Scout regardless of race, ethnicity, religion or socio-economic group.

Print Name _____

Signature _____ Date _____

AGREEMENT

The council agrees to:

- 1) Provide the volunteer with a copy of the Guidelines for Volunteers.
- 2) Provide a position description
- 3) Provide a volunteer agreement and/or a letter of appointment.
- 4) Provide orientation to the position, the council, and the organization.
- 5) Offer relevant training for the position.
- 6) Provide an adult record form for recording volunteer service and training.
- 7) Give recognition for time and energy devoted to the job.
- 8) Implement ongoing affirmative action for volunteers.
- 9) Carry liability insurance and supplementary accident insurance as part of the national and/or council membership.
- 10) Provide ongoing support, guidance, and performance review.

The volunteer agrees to:

- 1) Meet membership requirements and register as a member of the Girl Scout Movement.
- 2) Devote sufficient time and energy to fulfill outlined position requirements.
- 3) Support the mission and values of the Girl Scout Movement.
- 4) Comply with council and GSUSA policies and standards.
- 5) Be supportive of the council and its activities and goals.
- 6) Meet with appropriate groups on a regular basis for ongoing support and evaluation.
- 7) Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- 8) Recognize that the Girl Scout Movement is a voluntary service and not expect or solicit monetary compensation.
- 9) Complete position-related training.