girl scouts of wisconsin southeast

Troop Leader/Co-Leader Volunteer Position Description

Position Summary: Works directly with girls, helping them to develop their leadership skills on an individual or group basis. Volunteer will have the ability and enthusiasm to generate girls' interests and curiosities about the ways that they can *Discover* themselves, *Connect* with others, and *Take Action* to make the world a better place through the Girl Scout Leadership Experience.

Term of Appointment: Troop leader/co-leaders are appointed for a 1-year term after successful completion of the application and background check process. May be appointed multiple years.

Benefits to the Volunteer:

Marketable Skills:

- Leadership
- Public speaking
- Organizational/time management

Personal Enrichment:

- Foster a greater understanding in the beliefs of the Girl Scout movement
- Develop a network with people who share the same interests
- Participate in a national and international organization
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults

Reports to: School/site organizer

Supported by: Service area coordinator and regional MVP team

Responsibilities:

1. Have fun!
2. Work in partnership with girls and adults sharing knowledge, experience and skills with a positive and flexible approach.
3. Manage the troop/group funds, ensuring that the handling of the funds meet both GSUSA and council policies and procedures.
4. Process and complete all registration and other paperwork required by GSUSA and the council (GSWISE).
5. Organize fun, interactive, girl-led thematic series of activities using the National Girl Scout Program Portfolio.
6. Maintain a close liaison with the council's regional MVP teams to facilitate the implementation of the Girl Scout Mission.
7. Regularly attend service area meetings and connect with her/his School/Site Organizer on a regular basis.
8. 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: email, phone calls, and newsletters.
9. Support the council's fundraising efforts.
10. Remain informed about, and comply with, the most current policies, procedures and guidelines of GSUSA and GSWISE and become a registered member.

Core Competencies:

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

Troop Volunteer Position Summaries

All adults volunteering with girls, including providing transportation, assisting with troop activities, chaperoning field trips, etc., must have a completed *Volunteer Application* on file and complete a background check every three years.

Troop Committee Member Position 03	
Treasurer	Keeps record of the troop's finances.
Chaperone	Assists with troop outings.
Regular meeting helper	Lends a helping hand to girls and leaders as needed during troop meetings.
Regular meeting planner	Helps plan troop meeting and/or prep for meetings.
Troop cookie captain	Organizes cookie program activities.
Troop nut manager	Organizes fall product sale activities.
Presenter	Presents a certain topic to the troop at an assigned meeting.
Troop newsletter editor	Writes the troop newsletter.
Driver	Transports girls to and from troop outings.
Camp coordinator	Plans camping trips for troop.
Service project coordinator	Organizes service projects for the troop to participate in.
Emergency contact representative	Helps contact parents and guardians in case of an emergency. (* This person does not participate in the outing.)
Phone tree coordinator	Organizes communication between leaders and parents in the event of a cancellation.