



Girl Scouts of Mitten Bay
Volunteer Troop Leader
Position Outline and Agreement

Name: _____

Service Unit#: _____ Year of Appointment _____ to _____

PURPOSE OF POSITION: To mentor girls with attention to increasing their positive self-image, their social competency, and provide meaningful opportunities for their community involvement, within the framework of the Girl Scout Program.

TERM OF APPOINTMENT: One Membership Program Year (October 1st to September 30th)

ACCOUNTABLE TO: Service Unit Manager, Membership Specialist

WORKING RELATIONSHIPS: Girls, Parents/Guardians, Service Team, Other Leaders, Sponsors, and Membership Staff.

PRIMARY DUTIES:

1. Be trained in the Girl Scout Program for the age level you are working with and implement it during troop meetings.
 - a) Help girls understand and live by the Girl Scout Promise and Law.
 - b) Provide girls the opportunity to increase skills and knowledge through troop, SU, and council program activities.
 - c) Enable girls to take responsibility for the functioning of the troop by following the adult-girl planning and progression model and concepts.
2. Apply the policies and standards of Girls Scouts of Mitten Bay (GSMB) and Girls Scouts of the U.S.A.
 - a) Maintain the policies and standards as stated in *Safety-Wise*, *Leader's Digest*, and GSMB Volunteer Policies.
 - b) Make sure that all girls and other adults in the troop are registered prior to participating in any activities.
 - c) Promote and support troop participation in GSMB product sales.
 - d) Understand the financial responsibilities for product sales.
3. Ensure that the troop is managed responsibly.
 - a) Meet with troop on a regular, agreed-upon basis.
 - b) Maintain accurate troop records and submit documents/reports as requested by GSMB.
 - c) Know who to contact if an emergency occurs during Girl Scout activities.
 - d) Attend all scheduled Service Unit Leader meetings.
 - e) Communicate with girls, parents, and your troop consultant on a regular basis.
 - f) Encourage the participation of community members who can enrich the Girl Scout movement by sharing their skills and knowledge.
 - g) Actively work to bring the Girl Scout program to all girls, reflecting the diversity in your community

QUALIFICATIONS:

- ✓ Complete the volunteer application process.
- ✓ Be a registered member of Girl Scouts, 18 years of age or older.
- ✓ Show the desire and ability to work with girls and commitment to a diverse membership.
- ✓ Have time available to complete the duties of the position.
- ✓ Participate in the New Leader Welcome prior to meeting with the troop.
- ✓ Complete required training within the first six months of the membership year (October 1 – March 31.)
- ✓ Complete all required end-of-year paperwork, including Annual Troop Detailed Cash Record/Finance Report, Volunteer Position Evaluation and/or others as applicable.

VOLUNTEER AGREEMENT

I have read the *Volunteer Position Outline and Agreement* and agree to carry out my duties as described. I have also received and understand the Girl Scouts of Mitten Bay Volunteer Policies and GSUSA *Safety-Wise*. I understand that if for any reason I am unable to perform any of my duties, I may be asked to resign my position. I will fulfill the outlined duties with no monetary compensation.

Volunteer's Signature

Date

Service Unit Manager's Signature

Date

Service Unit Manger submits this signed form to the Membership Specialist to be placed in the volunteer's personnel file.