



## **Girl Scouts of Mitten Bay Volunteer Position Description**

**POSITION:** Troop Program Consultant  
**REPORTS TO:** Service Unit Manager  
**TERM:** Each appointment is for one membership year

### ***GENERAL DESCRIPTION***

Operating within Girl Scout policies, procedures, and guidelines and in a defined service unit area, the troop program consultant will provide direct and ongoing program support to the troops and groups within the service unit. The troop program consultant is a member of the service team and is appointed annually by and receives direction and support from the service unit manager.

### ***RESPONSIBILITIES***

- ◆ Maintain the integrity of the Girl Scout program through adherence to GSUSA and GSMB policies, procedures, and guidelines
- ◆ Provide information, advice, and encouragement to new and experienced leaders.
- ◆ Help leaders to increase knowledge of Girl Scout program and resources available.
- ◆ Help leaders to develop and improve leadership abilities.
- ◆ Attend training for the position.
- ◆ Actively participate on the Service Unit Team

### ***ACTIVITIES***

Consults on regular basis to ensure that Girl Scout program is being implemented  
Conducts Orientation for troop leaders and reviews training requirements  
Facilitates prompt and proper submission of troop registrations to unit Registrar  
Assists leaders in planning and implementing troop activities  
Promotes participation in inter-troop and council events  
Supports troop program through:

- Consultation and delivery of information and materials to troop leaders
- Assistance with bridging and other inter-troop events

Collects and reviews Detailed Cash Reports from troop leaders  
Conducts annual evaluation and job review with troop leaders  
Helps to develop a service team plan of work  
Helps to maintain and extend membership in the service unit  
Attends all service team meetings

### ***QUALIFICATIONS***

- ◆ GSUSA membership
- ◆ Adult – 18 years or older
- ◆ Positive role model for girls and adults, behavior that demonstrates the Girl Scout Law
- ◆ Ability to work with adults of diverse backgrounds
- ◆ Ability to interpret Girl Scouting to adults
- ◆ Ability to function as a team member
- ◆ Ability to interpret community data
- ◆ Time commitment
- ◆ Open to ideas and learning opportunities
- ◆ Well developed listening and communication skills
- ◆ Creative
- ◆ Teaching and organization skills