

Girl Scouts of Michigan Shore to Shore VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION: Troop Leader/Co-Leader

PURPOSE: Work directly with girls, helping them to develop their leadership skills on an individual or a group basis. The Leader will have the enthusiasm and ability 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 (GSLE).

ACCOUNTABILITY: Appointed by and accountable to the Community Membership Manager with support from the Service Unit Director.

SERVICE COMMITMENT: One year renewable term in which she/he can expect to provide a minimum of 2-3 hours of service weekly, depending on the needs of the troop/group. This is a year-round position.

QUALIFICATIONS:

- Must be a registered member of Girl Scouts of the USA (GSUSA) and Approved Volunteer of Girl Scouts of Michigan Shore to Shore (GSMISTS), which includes completion of the Criminal Background Check.
- Have a working knowledge, acceptance, and willingness to promote GSUSA and GSMISTS vision, objectives, policies and procedures.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies and procedures of GSMISTS and GSUSA.
- Ability and willingness to make decisions, delegate responsibility, and work with adults from diverse backgrounds.

RESPONSIBILITIES:

- Create a welcoming atmosphere, so that girls and adults from varied social, cultural, ethnic and economic backgrounds in the community are represented and have a voice in the troop.
- Become and remain familiar with Girl Scout resources, especially those pertaining to safety, policies, and procedures.
- Organize regularly scheduled troop/group meetings for the girls that address current issues that involve girls' interests and needs.
- Share knowledge, experience, and skills with a positive and flexible approach.
- Work in partnership with girls and adults.
- Ensure all members, both girl and adult are registered and have required criminal background check.
- Manage the troop/group finances, ensuring that the handling of the funds and end of year reporting meet with GSMISTS policies and procedures.
- Ensure Girl Scout Leadership Experience (GSLE) is practiced, especially regarding girl readiness progression and meeting outcomes.
- Distribute current and up to date information to parents and girls in a timely manner.
- Review *Volunteer Essentials*, *Safety Activity Checkpoints*, and the Volunteer Toolkit training manual yearly.
- Participate in all required GSMISTS development and training sessions.
- Maintain GSMISTS confidentiality standards.

CORE COMPETENCIES:

1. **Girl Focus:** Help girls set realistic, clearly defined goals/objective to experience the Girl Scout Leadership Experience (GSLE) and achieve outcomes via Discover, Connect and Take Action.
2. **Adaptability:** Adjust and modifies own behavior and remains flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understand, respect, and embrace differences.
4. **Oral and Written Communication:** Express ideas clearly and concisely.
5. **Personal Integrity:** Demonstrate honesty, credibility, and dependability.
6. **Computer Skills:** Access to reliable e-mail and the Internet.

I accept the commitment and responsibilities set forth above for the Troop Leader/Co Leader position.

Print Name

Service Unit #

Service Unit Name

Signature

Date

Staff Signature

Date