

Girl Scouts of Michigan Shore to Shore VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION: Troop Helper

PURPOSE: This position assists the troop leadership in providing adult assistance, which could include but is not limited to: meeting helper, trip chaperone, driver, troop treasurer, product program manager, or other tasks as needed and designated by the Troop Leader. The Troop Helper will have the enthusiasm and ability to generate girls' interests and curiosities about the ways 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 Troop Leader/Co Leader and 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 1-3 hours of service monthly, 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.
- Fill in for Troop Leader/Co Leader in their absence and may be asked to organize regularly scheduled troop/group meetings for the girls.
- Share knowledge, experience, and skills with a positive and flexible approach.
- Work in partnership with troop leadership, girls, and adults.
- Ensure Girl Scout Leadership Experience (GSLE) is practiced, especially regarding girl readiness progression and meeting outcomes.
- 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 Helper** position.

Print Name

Service Unit #

Service Unit Name

Signature

Date

Staff Signature

Date