



Girl Scouts.

Girl Scouts of Northern California

Troop/Group Leader

APPOINTED BY: Service Unit Director, Leader Support Manager or Service Unit Team Member

ACCOUNTABLE TO: Service Unit Director, Leader Support Manager and/or
Community Development Director

PURPOSE: To coordinate and deliver Girl Scout program for a troop/group through progressive, fun, and contemporary learning experiences leading girls toward the goals and ideals of Girl Scouting. The Troop Leader, in partnership with the co-leader and troop committee members, ensure a safe, quality program for girls.

RESPONSIBILITIES:

- Be familiar with the Girl Scout program for the age level you are working with. Help girls to understand and live by the Promise and Law.
- Ensure that 2 approved adults and at least 1 trained adult is present at all meetings and activities.
- Meet with the girls on a regular basis; assist the girls in setting realistic, fair rules; establish a consistent format for meetings; use appropriate troop government.
- Provide guidance and direction for girls to plan activities and take responsibility for troop affairs.
- Ensure that all troop members (girls and adults) are currently registered and that minimum troop size standards are met for the appropriate program level, as set by the council.
 - Girl Scout Daisy (grades K-1) – 5 girls
 - Girl Scout Brownie (grades 2-3) – 5 girls
 - Girl Scout Junior (grades 4-5) – 5 girls
 - Girl Scout Cadette (grades 6-8) – 5 girls
 - Girl Scout Senior (grades 9-10) – 5 girls
 - Girl Scout Ambassador (grades 11-12) – 5 girls
- Follow Girl Scouts of the USA and Girl Scout of Northern California policies, standards and procedures in all Girl Scout activities as outlined in *Safety-Wise* and the *Council Resource Guide* to ensure for the health and safety of troop members.
- Ensure that financial and girl records are maintained. Submit a troop financial report annually by June 30.
- Attend or send an adult representative to all scheduled Service Unit Meetings.
- Communicate with girls’ parents/guardians and troop committee on a regular basis.
- Know Service Unit and Council emergency procedures.
- Promote and support troop participation in Council product sales, Family Partnership and other money-raising efforts. Be aware of financial responsibilities for product sales.
- Be willing to accept girls from the waiting list.
- Make efforts to include Service Unit and Council events in yearly calendar.

QUALIFICATIONS:

- Registered and volunteer approved Girl Scout (at least 18 years of age) who lives the values of the Girl Scout Philosophy.
- Must complete the volunteer application process.
- Attend all position related training provided by the council within the required time of accepting a leadership position.
- Ability to work with people of diverse backgrounds.
- Possess good communication skills.

Your appointment to this position begins on _____

Service Unit Name	Printed Name	Signature	Date
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Appointed by:	Printed Name	Signature	Date
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