



Girl Scouts®

Minnesota and Wisconsin
River Valleys

**Troop Leader/Co-Leader
Volunteer Position Description**

Reports to: Service Unit Manager
Term: One year, with reappointment
Purpose: To work in partnership with girls to carry out The Girl Scout Leadership Experience: Program Essentials at the troop level, based on the beliefs and principles of the Girl Scout Movement and the Girl Scout Promise and Law

RESPONSIBILITIES:

A. Provide Quality Girl Scout Leadership Experience:

1. Complete training for position within four months of being appointed.
2. Partner with girls to plan, carry out, and evaluate troop programming utilizing Girl Scouts of Minnesota and Wisconsin River Valleys' (River Valleys) Program Essentials as the core plan.
3. Provide for the safety and security of girls by following Girl Scouts of the USA's (GSUSA's) Safety-Wise.
4. Encourage girls to participate in and/or plan activities beyond the troop, including council- and service unit-sponsored program events, summer camps, and Take Action (community service learning) projects.
5. Guide girls in troop self-management and troop financial management.
6. Develop relationships with girls in the troop, and help them to learn to respect the rights of others and to understand differences and similarities within the group.
7. Communicate the Girl Scout Leadership Experience, programming, troop goals, and troop needs to parents/guardians and/or troop committee.
8. Follow established GSUSA and River Valleys' guidelines to remove barriers and guaranteeing Girl Scouts is open to all girls to participate.
9. Follow all GSUSA and River Valleys' policies, standards, and procedures.
10. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Program, and Cookie Program Activity in relationship to your volunteer position.

B. Utilize River Valleys, Service Unit, and Parent/Community Support:

1. Involve parents/guardians to assist with troop meetings, activities, and/or events.
2. Use service unit and River Valleys' program materials and resources to support girls' diverse plans and interests.
3. Seek guidance and support from service unit team volunteers and River Valleys' staff as needed.
4. Attend or send a troop representative to each service unit leader meeting.
5. Work in partnership with other leader(s) to plan, conduct, and evaluate troop meetings, activities, and/or events.
6. Take advantage of the enrichment training courses offered throughout the year. Courses are designed to help new leaders get started and enhance the abilities of all leaders to facilitate quality Girl Scout Leadership Experience for girls.



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C. Oversee Administration of Troop:

1. Ensure that each girl participating in Girl Scout troop meetings is a registered member of GSUSA.
2. Safeguard Girl Scout funds by ensuring proper management of the troop bank account.
3. Always have at least two unrelated adult leaders present at each troop meeting.
4. Register troop members on time.
5. Complete and submit all required paperwork on time.
6. Keep accurate and up-to-date records of each girl's progress and accomplishments in Girl Scouting.
7. Inform parents/guardians and troop sponsor(s) of all Girl Scout policies and procedures.
8. Hold regular meetings, utilize girl planning and utilize The Girl Scout Leadership Experience: Program Essentials in programming.
9. Follow all GSUSA and River Valleys' policies, standards, and procedures.
10. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Program, and Cookie Program Activity in relationship to your volunteer position.

QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Demonstrate effective group and interpersonal communication skills.
6. Ability to organize materials and accurately maintain records.
7. Enjoy being with girls and embrace girl planning.

BENEFITS:

1. Help girls become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Share your knowledge, experience, and skills with girls and volunteers.
4. Gain and develop skills for personal and professional growth.
5. Receive training in areas of responsibility, plus continuous learning opportunities.
6. Receive financial assistance if needed.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.