



Assistant Troop/Group Leader Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To serve as a positive adult role model by working in partnership with troop leader, girls and other adults to plan, carry out, and achieve the Girl Scout program ideals based on girls' needs and interests.

QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by the Girl Scouts of Western Ohio.
- Be willing to complete a background check.
- Be willing to take initial and ongoing training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have effective communication, human relation, problem-solving and conflict resolution skills.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Assist the leader and girls** in planning, implementing, and evaluating activities based on the Girl Scout program goals, appropriate to their abilities, interests, and needs. Promote and practice girl/adult planning in all areas.
- **Assist the leader to prepare for and lead** regularly scheduled troop meetings. Ensure two registered, Girl Scouts of Western Ohio approved adults are present at every meeting or activity.
- **Assist with the registration of the troop** in a timely manner in accordance with Girl Scouts of Western Ohio registration procedures.
- **Complete the required training courses** within the first six months of service or bridging; participate in ongoing training for skill development.
- **Plan with the leader** how responsibilities will be shared for meetings and activities.
- **Assist the leader to maintain accurate and current** individual girl records and troop records, including financial records.
- **Adhere to the standards, guidelines, and procedures of health and safety** for troop activities and meetings as set forth in *Safety-Wise*, as well as to additional Girl Scouts of Western Ohio policies.
- **Encourage inter-troop activities** and participation in service unit, area, and council-wide events.
- **Support the council's fund development efforts**, including the Family Partnership Campaign and product sales.

TERM OF APPOINTMENT: One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. Meeting and activity frequency set by leaders, girls, and parents/guardians.

APPOINTED AND MANAGED BY: Service Unit Manager

SUPPORTED BY: Service Team, Field Team, and other paid staff.