Summary: The Troop Leader has the vision, enthusiasm, and ability to inspire girls' interests and curiosities about the way they can discover themselves, connect with others, and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE). The Troop Leader is open and willing to celebrate diversity and inclusion by accepting girls by defined as GSUSA Safety Activity Checkpoint Ratios.

Term of Appointment: The Troop Leader is appointed for a one-year term (October 1 to September 30) that is renewable each year.

Supervision: The Troop Leader reports to the Service Unit Manager.

Support: The Troop Leader receives support, guidance, and encouragement from members of the Service Unit Team and Girl Scouts of Eastern Pa. She or he has access to relevant learning opportunities and materials that prepare for and support this role found on the GSEP website, the Volunteer Toolkit (VTK), and other resources.

Responsibilities:
- Become a registered member of GSUSA
- Successfully complete the GSEP enrollment process, including background clearances
- Complete New Leader Training, outlined in Volunteer Essentials, within three months of appointment
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Work in a partnership with girls and adults and possess the ability to inspire girls' interests in 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).
- Ensure that the program offered aligns with the GSLE by utilizing the Volunteer Toolkit, Journey books and *The Girl's Guide to Girl Scouting*, customized with additional experiences.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Organize fun, interactive, girl-led activities that address current issues involving girls' interests and needs.
- Support and encourage girls in attaining desired goals and awards.
- Provide guidance and information to the parents or guardians of girls on a regular, ongoing basis through a variety of tools, including e-mail, phone calls, newsletters, VTK, blogs, etc.
- Provide guidance and information to parents or guardians in the process of completing the girls' registrations and other paperwork according to Girl Scouts of the USA (GSUSA) and the Council's (GSEP)policies and procedures as outlined in

Volunteer Essentials (VE).
- Manage the group funds according to GSUSA and GSEP's policies and procedures, which includes completing the troop financial report (TFR).
- Remain informed about and comply with the most current policies and procedures of GSUSA and GSEP.
- Attend or send a representative to Service Unit meetings for ongoing support and information.
- Manage troop using Volunteer Systems (MyGS), this includes self-appointing as the Troop Leader/Co-Leader position. Confirm girls and adults who are participating in your troop are registered and appear in your online troop roster. Confirm adults volunteering in your troop are registered, self-appointed, and have completed the Criminal Background Check process through GSEP. Complete troop meeting information for each membership year.
- Support and promote all council fund development activities including Fall and Spring product program.
- Follow all safety guidelines as outlined in *Safety Activity Checkpoints* and Volunteer Essentials for any activity with girls.

Qualifications and Core Competencies:
- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

Failure to comply with the requirements outline above may result in dismissal from volunteer position.

Signed:

_____

Troop Leader Signature & Troop #   Date

_____

Service Unit Manager Signature & SU #   Date

Please sign and return to your Service Unit Manager.