girl scouts of southeastern michigan

**Volunteer Position Description:** Troop Leader/Co-Leader
**Purpose of this Position:** To deliver high quality Girl Scout program to girls in the troop/group setting through regular troop meetings that incorporate the three Girl Scout Processes: Girl-Led, Learning by Doing, and Cooperative Learning.
**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.
**Supervised By:** GSSEM Member Support Department

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**Specific Responsibilities**

**Be responsible for what I say and do:**

- Serve as a positive example for girls by modeling desired attributes and behaviors such as reliability, respect for others, inclusiveness and a positive attitude.
- Ensure the safety and security of girls by following Safety Activity Checkpoints and Volunteer Essentials.
- Create a communication plan to share troop and council information and updates with girl members and their families on a regular, ongoing basis.
- Ensure troop members register for Girl Scout membership.

**Use resources wisely**

- Incorporate the National Program Portfolio in troop activities to ensure a high quality Girl Scout Leadership Experience.
- Handle Girl Scout Cookie Program and Fall Product Program products and troop funds and materials in accordance with GSSEM policy.
- Utilize troop resources such as Rallyhood, Volunteer Essentials, Safety Activity Checkpoints, and gssem.org to provide a fun and safe experience for girls.

**Be a sister to every Girl Scout**

- Maintain open communication with their Service Unit Manager and GSSEM staff.
- Participate with and support the activities of the local Girl Scout community.
- Promote participation in council sponsored product programs, fundraising campaigns, events, camp programs, evaluations, and surveys.

**Requirements:**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Have no debt owed to GSSEM or its troops/groups.
- Complete Troop Leader Orientation and one grade level training every other year to maintain strong foundational Girl Scout knowledge.
- Sign the Troop Leader Volunteer Position Description annually.
- Be energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.

- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

[ ] I acknowledge that I have read and understand the responsibilities and requirements of my position listed in this volunteer position description. I also understand that failure to meet the requirements of this role will result in my release from my role as a Girl Scouts of Southeastern Michigan Volunteer.

Name of Volunteer: _____

Volunteer Signature: _____

Date: _____