



Troop Roles Overview

All volunteers must have an active membership, cleared background check and be up to date on our council's Mandated Reporter training.

GSNorCal offers two troop models

Traditional Troop Model

Two designated leaders take the lead, while caregivers are encouraged to support them by taking on roles to help create a stronger, more successful troop experience.

Required Roles

- Troop Leader
- Assistant Leaders
- Treasurer

or

Co-Op Troop Model

A small group of adult volunteers share leadership responsibilities, while other caregivers are required to support the troop by taking on or assisting with various tasks.

Required Roles

- Troop Admin Troop
- Program Coordinator
- Treasurer
- Troop Helpers

Additional roles offered under each model:

Entrepreneurship Roles

Troops participating in entrepreneurship programs need trained volunteers in specific roles, which are seasonal and only required during the duration of the program.

Seasonal Entrepreneurship Roles include:

- Troop Fall Program Chair
- Troop Cookie Chair

Troop Helpers

A Troop Helper is a flexible role, allowing volunteers to support the troop based on their skills and interests. This can include assisting troop leadership with activities, organizing events, or managing logistics to help the troop run smoothly. While Troop Helpers are strongly recommended in traditional troops, they are required for caregivers in co-op troops. Additionally, please note that some tasks require additional training.

Troop Helper Tasks that require training include:

- Taking Girl Scouts on trips
- Providing first aid
- Camping
- Taking Girl Scouts to events

All volunteers must have an active membership, cleared background check and be up to date on our council's Mandated Reporter training.

Required Traditional Troop Role Details

Role	Description	Time Commitment
Troop Leader	Coordinates and delivers Girl Scout programs for a troop or group, guiding girls and youth through fun, progressive, and relevant learning experiences that support the mission and values of Girl Scouts. Working in partnership with the troop leadership team, Troop Leaders ensure programs are safe, engaging, and high-quality. Most troops have 2-3 leaders who share responsibilities.	8-10+ hours/month
Assistant Leader	In collaboration with the Troop Leader, the Assistant Troop Leader helps coordinate and deliver Girl Scout programs for a troop or group. They support progressive, fun, and relevant learning experiences that inspire girls and youth to grow in alignment with the Girl Scout mission and values. Working closely with the troop leadership team, the Assistant Troop Leader helps ensure all programs are safe, inclusive, and high-quality	8-10+ hours/month
Treasurer	Manages the troop bank account and ensures all financial procedures align with council and troop guidelines. This role includes helping the troop develop a budget, tracking all income and expenses, and maintaining accurate financial records. The Treasurer is also responsible for transparent communication with families and completing the annual Troop Financial Report.	Avg 1-2 hours/month but varies, dependent on troop activities

Co-op Troop Required Role Details

Role	Description	Time Commitment
Troop Admin	Manages internal communication for the troop and serves as a key liaison with the service unit and council. They help coordinate the troop calendar, support administrative organization, and ensure that volunteers in support roles meet all required safety and compliance standards. The Troop Admin also assists with distributing, collecting, and tracking essential forms and paperwork throughout the year.	4-6 hours/month
Program Coordinator	Work closely with Girl Scouts to develop a Troop Year Plan that includes a variety of fun, meaningful, and foundational Girl Scout activities. Using resources like the Volunteer Toolkit (VTK), they help plan, organize, and lead meetings in partnership with the youth members. The Program Coordinator's goal is to support a well-rounded, engaging, and memorable Girl Scout experience.	4-6 hours/month
Treasurer	Manages the troop bank account and ensures all financial procedures align with council and troop guidelines. This role includes helping the troop develop a budget, tracking all income and expenses, and maintaining accurate financial records. The Treasurer is also responsible for transparent communication with families and completing the annual Troop Financial Report.	Avg 1-2 hours/month dependent on troop activities
Troop Helpers	Troop Helpers play a vital role in supporting the success of the troop by contributing time, talents, and expertise in flexible ways. In a co-op model, helpers may lead or assist with troop meetings, chaperone outings, support badge work, or provide administrative assistance. Their involvement ensures a well-rounded and smoothly run Girl Scout experience for all members.	Avg 1-2 hours/month dependent on troop activities

All volunteers must have an active membership, cleared background check and be up to date on our council's Mandated Reporter training.

Entrepreneurship Role Details

Troops participating in entrepreneurship programs need trained volunteers in specific roles, which are seasonal and only required during the duration of the entrepreneurship programs.

Role	Description	Time Commitment
Troop Cookie Chair	Coordinates the troop's participation in the Cookie Program by managing family orders, distributing and tracking cookie inventory, and reserving cookie booth locations. Additional training is required annually.	Seasonal Winter/Spring 8-10 hours/week
Troop Fall Program Chair	Coordinates the troop's participation in the Fall Product Program. Supports the troop by coordinating family orders and maintaining inventory.	Seasonal Fall 4-5 hours/week

Troop Helper Task Role Details

A troop helper is a volunteer who supports the troop in whatever way is needed. Here are some examples of troop helper tasks that do not require additional specified training.

Task that do not require training	Description	Time Commitment
Coordinating Events for the troop to attend.	Volunteers supporting with this task will research and identify council and service unit events that match their troop's interests. They'll collaborate with troop leadership and troop trip coordinators to complete necessary paperwork. This position serves as the vital link between troop members and broader Girl Scout community opportunities.	Flexible, dependent on troop needs
Coordinating Troop Communications	Volunteers supporting with this task will oversee all troop communications, maintaining an organized system that works for the group. Their responsibilities include managing contact information updates as members join or leave, and ensuring everyone stays connected through the troop's preferred communication platform.	Flexible, dependent on troop needs
Coordinating Troop Community Service	Volunteers supporting with this task will help Girl Scouts in identifying and participating in meaningful community service projects. They will help the troop connect with local organizations, provide guidance, and help youth reflect on their impact.	Flexible, dependent on troop needs
Coordinating STEM	Volunteers helping with this task will figure out what STEM topics the Girl Scouts are interested in, then help them explore those interests through hands-on activities and other cool STEM opportunities that match the girls' curiosity and skill levels.	Flexible, dependent on troop needs
Coordinating Snack	Volunteers helping with this task will organize troop snacks for meetings and outings, ensuring all dietary needs and allergies are considered. Coordinates with families to create a snack schedule and maintain a fun and inclusive snack experience for all Girl Scouts.	Flexible, dependent on troop needs

All volunteers must have an active membership, cleared background check and be up to date on our council's Mandated Reporter training.

Troop Helper Task Role Details

A troop helper is a volunteer who supports the troop in whatever way is needed. Troop helper tasks that require additional training ensure that all health and safety protocols are followed.

Anyone from troop leaders, assistant leaders, or caregivers can assist with these tasks once all required training is completed.

Tasks that require training	Description	Time Commitment
Driving and Chaperoning Girls Scout Troops	Volunteers supporting these tasks must complete chaperone/driver training to ensure the safety of Girl Scouts during trips. <ul style="list-style-type: none">Chaperones count toward the required adult-to-girl ratio and provide assistance as needed throughout the event.Drivers must:<ul style="list-style-type: none">Be at least 21 years old,Maintain a safe vehicle with proper insurance,Hold a valid driver's license and a good driving record.	Flexible, dependent on troop needs
Troop First Aider	Volunteers supporting any First Aid tasks must have a valid First Aid/CPR certification or be a healthcare provider with proof of professional training. The First Aider is responsible for ensuring the safety of youth and adults during Girl Scout troop activities, outings, and events, as well as administering first aid as needed.	Flexible, dependent on troop needs
Coordinating Girl Scout Trips and overnights	Volunteers supporting these activities must complete required training and guide Girl Scouts in planning off-site trips while ensuring compliance with all safety protocols. This includes coordinating necessary approvals, transportation, and properly vetted chaperones through the Service Unit to maintain Girl Scout standards for organized excursions.	Flexible, dependent on troop needs
Coordinating Camping and Outdoor Adventures	Volunteers supporting these activities play an essential role in creating transformative outdoor experiences for Girl Scouts. They guide troops through every aspect of camping adventures - from initial trip planning and budgeting to teaching outdoor skills like cooking and campfire safety. While helping Scouts discover the joys of wilderness exploration, these trained volunteers ensure all activities follow strict safety protocols and are lots of fun.	Flexible, dependent on troop needs