

PURPOSE	APPOINTED BY	TERM
Coordinate and deliver Girl Scout program for a troop/group through progressive, fun, and contemporary learning experiences leading girls toward the goals and ideals of Girl Scouting. The Troop Leader, in partnership with the troop leadership team, ensures a safe and quality program for girls.	Self or GSNorCal Staff	One Year Renewable

RESPONSIBILITIES	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that two adults who have completed registration and have an approved background check and at least 1 trained adult is present at all meetings and activities • Complete all position related training provided by GSNorCal within the required time of accepting a leadership position • Ensure that all troop members (girls and adults) are currently registered and that minimum troop size standards are met for the appropriate program level, as set by the council • Be familiar with the Girl Scout program for the program level you are working with. Help girls to understand and live by the Promise and Law • Ensure that Adult-to-Girl Ratios are followed in accordance with GSNorCal policies. • Follow Girl Scouts of the USA and Girl Scouts of Northern California policies, standards and procedures in all Girl Scout activities as outlined in Volunteer Essentials and the Girl Scout Safety Guidelines, Introduction to Safety Activity Checkpoints to ensure for the health and safety of troop members • Ensure that financial and girl records are maintained. Submit a Troop Financial Report (TFR) and April bank statement yearly by May 15. • Understand the Girl Scout Leadership Experience (GSLE) and incorporate outcomes into activities and plans. • Meet with the girls on a regular basis; assist the girls in setting realistic, fair rules; establish a consistent format for meetings; use appropriate troop government • Provide guidance and direction for girls to plan activities and take responsibility for troop affairs • Communicate with girls' parents/guardians and troop committee on a regular basis • Attend or send an adult representative to all scheduled Service Unit Meetings for leaders and troops • Know Service Unit and GSNorCal emergency procedures • Make efforts to include Service Unit and GSNorCal events in yearly calendar • Promote and support troop participation in GSNorCal product program and other money-earning efforts. Be aware of financial responsibilities for product program • Be willing to participate in the Opportunity Catalog and welcome girls into the troop • Must be willing to accept electronic communications (email) from GSNorCal to disseminate necessary information

QUALIFICATIONS	
QUALIFICATIONS	<ul style="list-style-type: none"> • Registered & background checked Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy • Ability and desire to work with and serve people from diverse backgrounds • Adheres to council policies and ways of work • Able to maintain confidentiality when sensitive issues arise • Demonstrates strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others

For more information, details and links for this position, go to: <http://training.girlscoutsnorcal.org>

APPOINTMENT

Your appointment to the above position begins on _____ and will continue to September 30, 20____

Troop Leader	Printed Name	Signature	Date
Appointed by GSNorCal Staff	Printed Name	Signature	Date