

## LEADER / CO-LEADER / ASSISTANT LEADER POSITION DESCRIPTION AND AGREEMENT



**Responsible to:** Service Unit Manager

**Appointed:** For one year with reappointment June 30 pending review

**Summary of Position:** Provide quality Girl Scout program in relationship to the interests and abilities of the girls. Provide adult guidance and supervision for the purpose of inspiring girls with the highest ideals of courage, confidence and character so they may become happy and resourceful citizens.

### Qualifications:

- Complete the volunteer background clearance process including a Volunteer Application and Consent Form and four references before assuming a volunteer position and responsibilities.
- Register as a member of Girl Scouts of the USA and accept the Girl Scout Promise and Law.
- Enjoy working with girls. Willing to be a mentor for girls.
- Willing to complete training and updates related to the position.
- Willing and able to work with all people without regard to race, color, ethnicity, sex, creed, national origin, ability or socioeconomic status.
- Willing to accept and implement guidelines for girl/adult supervision ratios and troop size as determined by *Safety-Wise*<sup>®</sup> standards.

### Responsibilities

1. Work with girls and other adult volunteers to plan meetings and activities that are age appropriate and provide a meaningful experience.
2. Promote girl retention by encouraging girls to stay involved with the program; organize bridging activities between troops and age levels.
3. Register all girls to ensure that they are covered by Girl Scout accident insurance. Register a new troop by three weeks of formation. Re-register the troop yearly by October 1. Submit additional registrations as girls/adults join the group.
4. Recruit troop committee and other adults who can support the troop by sharing their time, skills and knowledge.
5. Ensure that all adults working directly with girls have completed the required volunteer background clearance process.
6. Accept and adhere to Girl Scouts of Eastern Pennsylvania and Girl Scouts of the USA policies, standards and procedures.
7. Adhere to *Safety-Wise*<sup>®</sup> Standards and Guidelines to provide a safe experience for girls.
8. Complete Orientation and Essentials of Leadership upon appointment.
9. Complete Leadership Training within one month of appointment.
10. Support and promote all Council fund development activities including cookies, fall products, and Family Partnership.
11. Manage troop finances. Submit financial payments and reports on a timely basis.
12. Attend or send a representative to service unit meetings for ongoing support and information.

**I agree to perform the above responsibilities to the best of my ability.**

Leader Signature

Date

(Retain copy)

Service Unit Manager Signature

Date

(Retain original)