



**GIRL SCOUTS OF CONNECTICUT, INC.**  
**340 Washington Street \* Hartford, CT 06106**  
**860-522-0163 or 1-800-922-2770 (CT Only)**  
**Fax: 860-548-0325 www.gsofct.org**

## **VOLUNTEER POSITION DESCRIPTION**

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### **T R O O P / G R O U P L E A D E R S**

**Appointed by and Accountable to:**  
**Term:**

Service Unit Manager  
One Year

**Purpose:**

- To guide and lead a group of girls so they learn to develop their abilities as individuals and as members of a group through participation in the Girl Scout Program

**Qualifications:**

- Is an active registered member of Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFC) Policies and Procedures
- Is knowledgeable of the Girl Scout Program, its aims, and intent
- Enjoys working with girls and adults from diverse backgrounds
- Displays awareness of and sensitivity to current influences that affect youth and to use this understanding to gain respect when working in partnership with girls
- Recognizes she/he is an unofficial representative and advocate for Girl Scouting and GSOFC

**Duties and Responsibilities:**

- Takes initial and ongoing training necessary to execute the duties of the position within appropriate time requirements when applicable
- Participates in training to develop skills and abilities helpful in leading the Troop/Group
- Follows the *Safety Activity Checkpoints*, *Volunteer Essentials*, GSOFC, and GSUSA policies and procedures.
- Interprets the Girl Scout Program and plans of the Troop/Group to parents, guardians, and the community
- Plans *with* the leadership team (Leader, co-Leader) how responsibilities will be shared and reviews Troop/Group progress
- Helps girls develop leadership abilities appropriate to age level by role modeling the values expressed in the Girl Scout Promise and Law
- Guides girls in planning, executing and evaluating age-appropriate activities following the Girl Scout Program to provide girls with a positive experience in Girl Scouting
- Encourages Troop/Group members to participate in activities beyond the regular Troop/Group meetings, such as trips, service projects, camping opportunities, *Destinations*, inter-Troop/Group, and Service Unit and/or Council events
- Works with Organizer to take girls into Troop/Group when space is available
- Consults with Registrar in registering girls and adults in the Troop/Group
- Attends monthly Service Unit meetings or ensures that the Troop/Group is represented
- Keeps accurate, current financial and program records and submits Year-End Troop/Group Financial Report by deadline date

- Notifies Service Unit Manager of all trips, change of meeting place or time or day using appropriate forms
- Actively supports the Council's fundraising endeavors including QSP and Cookie sales and Family Partnership Fundraising campaigns
- Participates in performance evaluation with Service Unit Manager