

**ANDOVER**

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**BOSTON**

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**MIDDLEBORO**

111 East Grove St.  
Middleboro, MA 02346  
T 508-923-0800  
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**WALTHAM**

265 Beaver St.  
Waltham, MA 02452  
T 781-893-6113  
F 781-893-0022

## Volunteer Position Description

**Volunteer Position:** Troop Leader

**Summary of Position:** Support and mentor a group of girls in a troop setting that incorporates the Girl Scout Leadership Experience; participate in Service Unit meetings and activities; work cooperatively with other volunteers and girls' families.

**Reports to:** Service Unit Coordinator, GSEMA Volunteer Support Specialist

**Required Training:** Troop Pathway Orientation and Essentials for troop level

**Term of Appointment:** One year

### Duties and Responsibilities:

- Be a positive role model to all girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law. Accept and welcome members into the troop.
- Communicate and work cooperatively with all troop and service unit volunteers, girl families, and GSEMA staff.
- Maintain confidentiality on behalf of Girl Scouts and in accordance with Girl Scouts of Eastern Massachusetts' (GSEMA) Comprehensive Information Security Program (CISP).
- Find an appropriate and safe meeting place for the troop to meet on a regular basis.
- Encourage girl decision-making and leadership in the planning and execution of hands-on activities appropriate to girls' interests and abilities.
- Support and participate in council product programs: the Fall Product and Girl Scout Cookie Programs.
- Ensure that accurate troop financial records are kept and submitted in a timely manner while safeguarding the troop/girls' money.
- Engage with the Girl Scout community by participating in council-sponsored events, programs, and Service Unit events and meetings.
- Operate the troop and conduct girl activities safely, in adherence to guidelines and standards of Volunteer Essentials and Safety Activity Checkpoints.

### Qualifications:

- Is a registered member of Girl Scouts.
- Successfully completes GSEMA Criminal Background Check.
- Agrees to the responsibilities and duties listed in the Online Volunteer Agreement.
- Accepts the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.
- Demonstrates dependability, honesty, and credibility.
- Works cooperatively with girls, volunteers, caregivers, and staff.
- Has a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA.