




 **Headquarters  
Billings Service Center**  
2303 Grand Avenue  
Billings, MT 59102

 **Casper Service Center**  
501 North Sun Drive  
Casper, WY 82609

 **Great Falls Service Center**  
4930 Ninth Avenue South  
Great Falls, MT 59405

800.736.5243 ♦ [www.gsmw.org](http://www.gsmw.org)

## Service Unit Team Position: Troop Leader

The responsibility of the troop leader is to be a role model and mentor for girls. In partnership with other adults, troop leaders directly deliver to girls a fun, educational quality Girl Scout experience consistent with the Girl Scout Leadership Experience, Mission, Promise and Law, and the policies and goals of Girl Scouts of Montana and Wyoming and GSUSA.

### Required Skills:

- Willing to contribute to a high quality program experience for girls.
- Conscientious effort toward meeting the responsibilities of the position.
- Experience or interest in working with girls.
- Flexibility and creativity.
- People skills and the ability to collaborate/network, coach, motivate, and assist in conflict resolution
- Effective communication skills.
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling.
- Administrative ability including attention to detail, record-keeping, financial aptitude, accuracy.

**Service Commitment:** The Service Unit Manager will appoint the troop leader for a one year renewable term in which she/he can expect to provide a minimum of 1-3 hours of service weekly depending on the needs of the troop. Troop Leaders are required to attend a basic leader training prior to appointment and/or meeting with girls. Subsequent orientation and Leadership Essentials trainings are required within the first six months of becoming a leader. Thereafter, additional trainings are encouraged and made available to further develop skills and provide fundamental support.

**Supervision and Support:** Troop leader is primarily accountable to the girls and parents or guardians. Troop Leaders are appointed, supported by and additionally accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

### Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the troop leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Provide effective/appropriate programming consistent with the Girl Scout Leadership Experience.
- Organize regularly scheduled troop meetings and activities for the girls.
- Foster a spirit of open, regular communication, cooperation, respect and teamwork with other adults to work collaboratively to support girl goals.
- Register all participants at your first meeting and ensure additional members are registered promptly throughout the year. Re-register the girls annually by participating in Spring Registration.
- Promote and support troop participation in Girl Scouts of Montana and Wyoming product sales program(s) and be knowledgeable about the financial responsibilities for product sales.
- Maintain current, accurate financial records and submit annual reports to the Membership Manager.
- Attend or have a designee at monthly Service Unit volunteer/leader meetings.
- Exercise good judgment and flexibility; have fun and maintain a positive attitude.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Troop Leader \_\_\_\_\_ date \_\_\_\_\_