



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL  
**VOLUNTEER POSITION DESCRIPTION**  
**FOR TROOP LEADER/ADVISOR / CO-LEADER/ADVISOR**



Girl Scouts.

**ROLE:**

- Work in partnership with girls to develop and provide well-rounded opportunities that are age-appropriate, fun, and in line with the basic Girl Scout philosophy

**DUTIES AND RESPONSIBILITIES:**

1. Ensure timely registration of all girls and adults in the troop/group
2. Assure maximum safety standards as a part of all activities
3. Accept all girls in troop as assigned by the troop organizer
4. Recruit adult volunteers to support troop programs
5. Meet with the troop on an agreed-upon, regular basis
6. Help girls take increasing responsibility for the affairs of the troop
7. Encourage flexibility in the troop program to meet all individual girl needs
8. Maintain troop records, manage troop funds responsibly, and keep parents informed of troop meetings, programs, field trips and camping activities
9. Authorized to open a troop checking account in the name of GS Troop # and GSCNC with **Federal Tax ID # 54-0732966** and at least two authorized Signatories
10. Responsible for troop representation at monthly service unit (SU) meetings
11. Provide all girls with necessary information and applications regarding all GSCNC and GSUSA opportunities including: Calendar Sales, Cookie Sales and QSP
12. Encourage troop participation in association meetings and activities
13. Actively support and assure troop participation in SHARE and all GSCNC fund development campaigns

**QUALIFICATIONS:**

1. Register as an adult member of Girl Scouts of the USA
2. Complete the Volunteer Position Application process
3. Accept and adhere to the purpose and principles of Girl Scouting

4. Show a willingness to work with diverse groups with varying life styles and cultures in a positive manner
5. Recognize, understand, accept, interpret, and support all council goals, policies, and objectives including the Human Relations Policy Statement
6. Complete required training
7. Owe no outstanding debt to the council
8. Have a knowledge of up-to-date Girl Scout program and community resources
9. Maintain patience, warmth, and strong human relations skills
10. Have a genuine liking for and an interest in girls and the time to devote to them
11. Demonstrate planning, organizational, and problem-solving abilities

**METHOD OF SELECTION:**

- Selected and appointed by the service unit manager or field director

**ACCOUNTABILITY:**

- Accountable to the service unit manager, field director, and area manager

**TERM OF POSITION:**

- Appointed annually