

By submitting this form you agree to accept this role for the current membership year.

| APPOINTMENT | Name | Troop #/ SU# / Position | Date |
|------------------------|------|-------------------------|------|
| Troop Co-Leader | | | |
| Service Unit Leader | | | |
| Appointed by GSH Staff | | | |

| PURPOSE | APPOINTED BY | TERM |
|--|-------------------|--------------------|
| Coordinate and deliver Girl Scout program for a troop/group through progressive, fun, and contemporary learning experiences leading girls toward the goals and ideals of Girl Scouting. The Troop Co-Leaders, in partnership with the troop leadership team, ensures a safe and quality program for girls. | Self or GSH Staff | One Year Renewable |

QUALIFICATIONS

- Registered and background checked Girl Scout Volunteer, at least 18 years of age*, who lives the values of the [Girl Scout philosophy](#)
- Ability and desire to work with and serve people from diverse backgrounds
- Adhere to council policies and ways of work as outlined in GSH [Volunteer Essentials](#)
- Knowledge of the [Girl Scout Program](#), [Safety Activity Checkpoints](#), as they apply to this role
- Able to maintain confidentiality when sensitive issues arise
- Opt in to receive GSH communications by email
- Demonstrate strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others
- Demonstrate an understanding of DEI+RJ inclusive environments and a willingness to foster this in your troop environment. Addressing issues of discrimination immediately and as necessary escalating to council

*Volunteers under the age of 21 are not permitted to transport girls.

RESPONSIBILITIES

- Ensure that two adults who have completed registration and have an approved background check and at least 1 adult trained in first aid cpr/ aed is present at all meetings and activities
- Complete all position related training provided by GSH within the required time of accepting a leadership position. Training is provided in a combination of in-person and online learning experiences.
- Ensure that all troop members (girls and adults) are currently registered and that minimum troop size standards are met for the appropriate program level, as set by the council in [GSH Volunteer Essentials Policies and Procedures](#) and the [Safety Activity Checkpoints](#)
- Ensure that [financial](#) and [girl](#) records are maintained.
- Submit a [Troop Financial Report](#) annually, due by June 15.
- Be familiar with the [Girl Scout program for the program level](#) you are working with. Help girls to understand and live by the [Promise and Law](#)
- Ensure that Adult-to-Girl Ratios are followed in accordance with GSH policies.
- Understand the [Girl Scout Leadership Experience](#) (GSLE) and incorporate outcomes into activities and plans.
- Meet with the girls on a regular basis; assist the girls in setting realistic, fair rules; establish a consistent format for meetings; use appropriate troop government
- Provide guidance and direction for girls to plan activities and take responsibility for troop affairs
- Communicate with girls' parents/guardians and troop committee on a regular basis
- Attend or send an adult representative to all scheduled Service Unit Meetings for leaders and troops
- Know Service Unit and GSH emergency procedures
- Make efforts to include Service Unit and GSH events in yearly calendar
- Promote and support troop participation in GSH product program and other money-earning efforts.
- Be aware of financial responsibilities for product program
- Be willing to participate in the [Opportunity Catalog](#) and welcome girls into the troop
- Provide a safe space for all Girl Scouts, addressing issues of discrimination, bullying, and hazing behavior immediately and reporting such instances to council within 24 hours of the incident.

TRAINING

- Complete all required training by program level as required by GSH council
- Understand and train adult and girl troop members on the general philosophy.
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Must opt in to receive eBudde and GSH communications
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information and schedules.

To register or renew membership, complete your background check (if necessary), and attend scheduled training for this position or for more information, contact GSH [Customer Care](#) 808 595.8400