



**Girl Scouts Central Maryland**  
4806 Seton Drive  
Baltimore, MD 21215-3247  
T 410.358.9711, 800.492.2521  
F 410.358.9918  
www.gscm.org

**VOLUNTEER POSITION:** **TROOP LEADER/CO-LEADER**

**APPOINTED AND SUPERVISED BY:** Service Unit Manager or Membership Staff

**OBJECTIVE OF POSITION:** To provide adult direction and support to girls through the Girl Scout program.

- RESPONSIBILITIES:**
- Complete Meet + Greet within the Service Unit, Leadership Essentials in Girl Scouting, and Grade Level training within 6 months of appointment.
  - Carry out the Girl Scout program in a group setting.
  - Adhere to Girl Scouts of the U.S.A. and Girl Scouts of Central Maryland policies.
  - Provide for troop or group financial support; be accountable for troop or group monies.
  - Participate in training events for skill development.
  - Ensure that the troop or group is represented at Service Unit meetings and kept informed about program opportunities.
  - Safeguard health and safety of girls.
  - Support Girl Scouts of Central Maryland activities and fund raising efforts.

- SPECIFIC TASKS:**
- Notify girls/families of dates, time, and place of meetings.
  - Recruit a troop or group committee.
  - Register the troop or group.
  - Plan, prepare for, and carry out troop or group program with the girls.
  - Set up and maintain girls' records.
  - Set up and maintain troop or group financial records.
  - Submit a troop or group annual report.
  - Inform girls/families about troop, council, and national opportunities.
  - Carry out girls and adult recognition.
  - Accept girls placed in the troop or group by administrative personnel.

**QUALIFICATIONS:** Membership in Girl Scouts of the U.S.A.  
At least 18 years old  
Enjoy working with girls  
Commitment to Girls Scouting and its goals

**TERM OF APPOINTMENT:** One year

**TRAINING:** Training for troop or group leader and co-leaders is a continuing process. All leaders are required to complete training during the first six months of appointment. Leaders are encouraged to attend other training sessions, workshops, and seminars, either through the council or other organizations that will help them be effective.

*Note: Volunteer services may be discontinued at anytime.*

03-236  
09/09