



**Girl Scouts Central Maryland**

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VOLUNTEER  
POSITION: TROOP OR GROUP COORDINATOR

APPOINTED AND  
SUPERVISED BY: Service Unit Manager

OBJECTIVE  
OF POSITION: To be the first resource, a direct help to leaders of troop or groups.

**RESPONSIBILITIES:**

- Recruit and place girls in troops or groups.
- Recruit, interview, appoint, supervise, recognize and refer leaders.
- Assure that troops or groups in their Service Unit are representative of the racial, religious, national origin, and socio-economic composition of the community.
- With the assistance of the Membership & Community Development Specialist and the Service Unit Management Team, orient new leaders and ensure they attend required training.
- Be available to leaders for help in solving troop or group problems, recommending program resources, and interpreting actions and policies.
- Find community resources, such as meeting places program possibilities, and public support.
- Attend Service Team meetings and work as a member of the Service Team.
- Be informed and inform leaders about Girl Scout activities and policies.
- May serve in troop or group leadership positions during vacancies.

TERM OF  
APPOINTMENT: One Year - Volunteer services may be discontinued at any time.

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

TRAINING: Troop or Group Coordinators should complete Service Team Training within their first 6 months of appointment. They are encouraged to enroll in other management seminars or workshops that would increase their effectiveness. Troop or Group Coordinators should be familiar with the Girl Scout Program at each age level for which they are responsible.