

# Troop Leader Mentor Position Description

**Pathway:**

- Long-Term Direct Service       Long-Term Indirect Service  
 Short-Term Direct Service       Short-Term Indirect Service

**Time Commitment:**

Duration   1    year(s)  month(s)  week(s)  day(s)  
For   3   hour(s) per  year  month  week  day

**Summary:**

The nature of this position requires the individual to welcome and support inexperienced troop leaders while integrating them into the service unit.

**Reports to:**

Membership Delivery Manager

**Support:**

The Service Unit Troop Leader Mentor will receive full support, guidance and encouragement from the Service Unit Administrator and the Membership Delivery Manager. She/he will have access to relevant learning opportunities and materials and will undergo the training/learning and orientation to Girl Scouting that will enhance her/his knowledge and confidence to work successfully with other adults and will enrich her/his Girl Scout experience.

**Responsibilities/Tasks:**

- Ensures each new troop leader is introduced and welcomed into the service unit
- Provides new troop leaders with direction for holding successful troop meetings
- Monitors the start-up of new troops and advises leaders on establishing parental support and effective parent communications
- Provides ongoing support to new leaders
- Ensures new troop leaders are aware of council/service unit program resources and adult learning opportunities
- Remains informed about, and complies with, the most current policies, procedures and guidelines of GSBDC and GSUSA
- Commits to mentoring new troop leaders in the service unit(s) assigned through monthly check ins and support

**Core Competencies-Required:**

- Girl focus: Able to assist new leaders in girl/adult partnership, girl leadership progression, cooperative learning and learning by doing methods.
  - Personal integrity: Demonstrate dependability, honesty, and credibility
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- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand, embrace and appreciate differences – different types of people, cultures, levels of experience, decision making, etc.
- Computer skills: Access to email and the internet

**Additional Competencies, Skills, or Requirements-Preferred:**

- Be a registered adult member of GSUSA and have all Girl Scouts of Black Diamond volunteer paperwork on file
- Complete appropriate screening as outlined in the volunteer policies and procedures
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies
- At least two successful years as a troop leader or member of the service unit team within the past five years.
- Able to coach technology-based resources available to leaders and troops
- Ability to work with adults
- Ability to communicate in a professional manner
- Demonstrated group and interpersonal communication skills
- Ability to keep records effectively
- Willingness to keep informed of and attend meetings as required
- E-mail and internet know how

**Required Training:**

- All trainings in the new troop leader learning path
- Service Unit Troop Leader Mentor review completed and returned

*This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.*

**Agreement**

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_