Introduction to Leadership Skills for Troops

Position Description Cards



This complete set of youth leader position description cards is a resource for use in Introduction to Leadership Skills for Troops, designed to help adult leaders prepare youth to effectively take on new troop responsibilities.

BOY SCOUTS OF AMERICA 1325 West Walnut Hill Lane P.O. Box 152079 Irving, Texas 75015-2079 http://www.scouting.org



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Position Description: Senior Patrol Leader

- · Preside at all troop meetings, events, activities, and annual program planning conference.
- · Chair the patrol leaders' council.
- Appoint youth leaders with the advice and consent of the Scoutmaster.
- · Assign duties and responsibilities to other youth leaders.
- · Work with the Scoutmaster in training youth leaders.
- · Set a good example.
- · Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
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Assistant Senior Position Description: Patrol Leader

- Be responsible for training and giving
 Perform tasks assigned by the direct leadership to the following appointed youth leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide.
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- . Guide the troop in the senior patrol leader's absence.

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- · Wear the Scout uniform correctly.
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- · Wear the Scout uniform correctly.
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- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a task and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to take part in all troop activities.

- . Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
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Position Description: Troop Guide

- Introduce new Scouts to troop operations.
- · Guide new Scouts through early Scouting activities.
- · Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Coach the patrol leader of the new-Scout patrol on his or her duties.
- Work with the patrol leader at patrol leaders' council meetings.

- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- · Assist the assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- · Set a good example.
- · Wear the Scout uniform correctly.
- . Live by the Scout Oath and Scout Law.
- . Show and help develop Scout spirit.
- · Teach basic Scout skills.

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Troop Guide

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Position Description: Den Chief

- . Serve as the activities assistant at den meetings.
- · Meet regularly with the den leader to review the den and pack meeting plans.
- . If serving as a Webelos den chief, help prepare youth to join a Scouts BSA troop.
- Project a positive image of Scouting.
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Position Description: Historian

- · Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- · Take care of troop trophies and keepsakes.
- · Keep information about troop alumni.

- · Set a good example.
- · Wear the Scout uniform correctly.
- · Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Position Description: Historian

- · Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
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Position Description:

- · Serve as a communication link between the lodge or chapter and the troop.
- · Encourage year-round and resident camping in the troop.
- Encourage older-Scout participation in high-adventure programs.
- . Encourage Scouts to actively participate in community service projects.
- · Assist with leadership skills training in the troop.
- . Encourage Arrowmen to assume leadership positions in the troop.

Order of the Arrow Troop Representative

- Encourage Arrowmen in the troop to be active participants in lodge and/ or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- · Set a good example.
- · Wear the Scout uniform correctly.
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Position Description: Librarian

- Establish and maintain a troop library.
- · Keep records on literature owned by the troop.
- · Add new or replacement items as needed.
- · Have literature available for borrowing at troop meetings.

- · Maintain a system to check literature in and out.
- · Follow up on late returns.
- Set a good example.
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Position Description: Quartermaster

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- · Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Set a good example.
- · Wear the Scout uniform correctly.
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Position Description: Scribe

- · Attend and keep a log of patrol
- leaders' council meetings. · Record attendance and dues payments of all troop members.
- · Record advancement in troop records and on the Troop Advancement chart.
- Set a good example.
- . Wear the Scout uniform correctly.

- · Work with the appropriate troop committee members responsible for finance. records, and advancement.
- · Live by the Scout Oath and Scout Law.
- · Show and help develop Scout spirit.
- Handle correspondence appropriately.

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Position Description: Instructor

- · Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
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Position Description: Chaplain Aide

- · Keep troop leaders apprised of religious holidays when planning activities.
- · Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- · Lead worship services on campouts.
- Tell troop members about the religious emblems program for their faith.
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Position Description:

· Accomplish any duties assigned

of age or older).

by the Scoutmaster.

Junior Assistant Scoutmaster

- Function as an assistant Scoutmaster Set a good example. (except for leadership responsibilities · Wear the Scout uniform correctly. reserved for adults 18 and 21 years
 - · Live by the Scout Oath and Scout Law.
 - Show and help develop Scout spirit.

Position Description:

Junior Assistant Scoutmaster

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- · Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- · Live by the Scout Oath and Scout Law.
- · Show and help develop Scout spirit.

Position Description:

- Function as an assistant Scoutmaster Set a good example. (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- · Accomplish any duties assigned by the Scoutmaster.

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Position Description:

Junior Assistant Scoutmaster

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- · Accomplish any duties assigned by the Scoutmaster.

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Position Description: Outdoor Ethics Guide

- Have a thorough understanding of and commitment to Leave No Trace principles and Tread Lightly! guidelines.
- Help the troop plan and conduct an outdoor program that effectively practices the principles of outdoor ethics.
- Help Scouts improve their outdoor ethics decision-making skills to minimize impacts as they participate in outdoor activities.
- Support Scouts who are working to complete the relevant requirements for the Scout through First Class ranks.
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Position Description: Webmaster

- Establish and maintain a safe and secure troop website.
- Ensure that the troop website is a positive reflection of Scouting to the public.
- Work with the scribe to manage the troop's electronic communication tools.
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- . Show and help develop Scout spirit.

Position Description: Webmaster

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