

Troop Organizer Job Description

Job Title: Troop Organizer

Position Reports to: Service Unit Manager

Responsibilities

Organize Troops:

1. Recruit adults to lead and support troops.
2. Recruit and place girls in troops.
3. Secure from Field Director new troop numbers where needed.
4. Oversee the assignment of troop checking accounts.
5. Co-ordinate the disbanding of troops including securing troop checkbooks and forwarding same to Field Director; and securing troop equipment.
6. Secure from Field Director a "new" troop notebook and registration packet.

Support Troop Leaders:

Introduce leaders to their troop level consultant and explain the following:

1. On-time/spring registration process.
2. Troop sponsorship procedures.
3. Troop bank account procedures.
4. How to secure a troop meeting place.
5. Provide assistance with the first parent meeting.
6. Troop financial report requirements.

Work with Service Team:

1. Attend Service Team and Service Unit meetings and participate in the development of a Service Unit plan of work.
2. Maintain a *waiting list* of unserved girls and in co-operation with the Service Team develop new delivery systems which will enable this group of girls to participate in Girl Scout program and ensure them Girl Scout membership.
3. Share statistics, project Service Unit membership needs and support the work of other team members.

Community Understanding:

1. Be familiar with facts regarding populations, schools and girl availability.
2. Know existing troops, number of girls now being served, the percentage of girls served, how many girls are being retained, and recognizes the need to identify areas of growth to ensure the availability of future troops.

Qualifications:

1. A registered member of Girl Scouts of the USA
2. Has time, interest, and enthusiasm for the job.
3. Possesses good listening, planning, organizing, guiding, motivating, and communication skills, and a sense of humor!
4. Know the basic concepts, purpose and policies of Girl Scouting and GSRHC and have an understanding of troop leader and troop committee jobs.

Conditions of the Job:

1. Appointed by and responsible to the service unit manager for a period of one year.
2. Acquires through training, related conferences and reading the skills and understanding to do the job effectively.