

# Girl Scouts of Southeast Florida

**Jupiter Service Center**  
1224 West Indiantown Road  
Jupiter, FL 33458  
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**Oakland Park Service Center**  
4701 NW 33<sup>rd</sup> Avenue  
Oakland Park, FL 33309  
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[www.gssef.org](http://www.gssef.org)

## Adult Volunteer Position Description

Troop Leader, Assistant Leader, or Co-Leader

**Position Appointed By:** Service Unit Volunteer Manager      **Term:** One Year  
**Accountable To:** Service Unit Volunteer Manager

**Purpose:** To provide an informal educational program through progressive learning experiences for girls in a troop.

### Qualifications and Time Commitments:

- Registered member of GSUSA
- Accept the principles of the Girl Scout Movement and the Girl Scout Promise and Law
- Ability to communicate effectively with girls and adults
- Weekly or bi-weekly troop meetings (1-hour each) and Service Unit Meetings (2 hours/month)
- Training (minimum of 4 hours)

### Accountabilities:

- Model behavior that demonstrates commitment to the Girl Scout Leadership Experience and the Girl Scout Promise and Law.
- Maintain policies and standards of GSUSA and Girl Scouts of Southeast Florida.
- Promote respect for and appreciation of the traditions, customs, lifestyles and heritages of all racial, ethnic, religious, and socio-economic groups.
- Demonstrate and promote a climate of courtesy and professionalism towards the girls, the parents, and others.
- Demonstrate your commitment to membership growth.
- Promote Girl Scouting in your community.

### Primary Duties:

- Register girls and adults annually with GSUSA.
- Coordinate regular troop meetings and occasional outings.
- Guide girls in planning, carrying out and evaluating activities in ways which help them develop values, foster a sense of worth, relate to others, and contribute to their community.
- Maintain troop records for dues, attendance, and girls' records.
- Maintain and submit troop finance records and reports as required.
- Attend service unit meetings or send a representative.
- Keep informed of developments in GSUSA and Girl Scouts of Southeast Florida.
- Acknowledge girl's accomplishments through positive reinforcement and recognition.
- Recruit and meet with troop committee members to provide opportunities for parental involvement in troop activities.
- Be held accountable for troop activities in accordance to SAFETY-WISE guidelines and standards.

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## Annual Adult Volunteer Position Agreement

Name	Telephone Number
Address	e-mail
City, State, Zip	Position
	Year of Appointment

### The Girl Scouts of Southeast Florida agrees to:

- Provide the adult volunteer with a copy of the volunteer policies
- Provide a position description
- Provide an adult volunteer agreement and/or letter of appointment
- Provide orientation to the position, the council, and the organization
- Offer relevant adult learning opportunities for the position
- Provide an adult record form for recording adult volunteer service and training
- Give recognition for time and commitment to the girls and the Girl Scout movement
- Implement ongoing affirmative action for volunteers
- Carry liability insurance and supplementary accident insurance as part of the national and/or council membership
- Provide ongoing support, guidance, and performance feedback

### The adult volunteer agrees to:

- Meet membership requirements and register as a member of the Girl Scout Movement
- Devote sufficient time and energy to fulfill outlined position requirements
- Support the mission and values of the Girl Scout Movement
- Comply with council and GSUSA policies and standards
- Be supportive of the council and its activities and goals
- Meet with appropriate groups on a regular basis for ongoing support and feedback
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socio-economic group
- Recognize that the Girl Scout Movement is a voluntary service, therefore there should be no expectation of monetary compensation
- Complete position-related adult learning workshop(s)
- Be accountable for the proper management and collection of all troop funds and funds owed to the council collected by the troop (i.e. membership dues, product sale proceeds, etc.). Failure to properly manage troop funds and/or adhere to council product sale practices and procedures may result in immediate release.

Volunteer's Signature	Date	Service Unit Volunteer Manager Signature	Date
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