

Volunteer Position Description Service Unit Troop Consultant

Summary:

The Troop Consultant is accountable for providing help and advice to new and experienced troop/group leaders, ensuring safety, quality, and balanced program offerings are aligned with the GSLE.

Term of Appointment:

The Troop Consultant position is appointed from October 1 through September 30 for a term of 1 year with re-appointment occurring annually.

Appointed by/ Accountable to:

Service Unit Manager and Troop Support Manager

Duties and Responsibilities:

- **To the Service Unit**
 - Acquaint and assist leaders with program activities, and materials to enhance and evaluate troop program to align with the Girl Scout Leadership Experience.
 - Help leaders plan for safety and age-appropriate progression in their activities.
 - Support, and motivate leaders through monthly contacts.
 - Provide leaders with support for completing required record keeping forms.
 - Encourage leaders to attend the monthly service unit leader meeting.
 - Ensure learning opportunities provided were utilized and provide recommendations for future learning opportunities.
 - Monitor and record troop activities by reviewing permission slips and monthly contacts.
- **To the Service Team**
 - Keep service team up-to-date on the well-being of troops/groups.
 - Provide informal recognition of leadership teams and recommendations for formal recognitions to the service unit recognition committee.
 - Attend and participate in service unit team meetings and service unit leader's meetings.
 - Remain informed about and comply with the most current policies, procedures and guidelines of GSGLA and GSUSA including *Volunteer Essentials* and *Safety Activity Checkpoints*.

Core Competencies: All GSGLA Volunteers will effectively demonstrate these behaviors:

- **Girl focused:** Empower girls to choose and adapt activities, learn by doing, cooperate with others, and reflect on what they've accomplished (as well as on current issues that involve their interests and needs) while having fun.
- **Demonstrates personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Demonstrates adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Demonstrates effective oral communication:** Express ideas and facts clearly and accurately.
- **Fosters diversity:** Understand, respect, and embrace differences.
- **Demonstrates adequate computer skills:** Access to e-mail and the Internet, plus knowledge of social media.
- **Additional requirements:**
 - Must be in good standing with Girl Scouts of Greater Los Angeles (GSGLA), be a registered adult member of Girl Scouts of the United States of America (GSUSA), complete a Volunteer Application / Criminal Background Check and update these items every three years.
 - Believe in the purpose and philosophy of Girl Scouting, and adhere to the principles of the Girl Scout movement and the goals of GSUSA and GSGLA
 - Have a working knowledge of the goals, objectives and policies of GSGLA. Is accepting and willing to promote these items with a focus on One Mission, One Goal.



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- Is familiar with the appointed service area.
- Performs tasks willingly and effectively; and is a team player.
- Ability to communicate effectively under pressure while maintaining good working relationships with leaders and other volunteers.
- Is willing to bring issues to the appropriate person and respect decisions made.
- Has the commitment and the time needed to perform specified duties.
- Takes additional training as needed.

As a supportive partner with the Service Unit Team, I agree to fulfill my duties for the upcoming membership year.

Volunteer - Print Name _____

Signature _____ Date _____

Service Unit Manager - Print Name _____

Signature _____ Date _____

Troop Support Manager - Print Name _____

Signature _____ Date _____