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.

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



BOY SCOUTS OF AMERICA®



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.

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· 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.
- · Show and help develop Scout spirit.

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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.
- Help lead meetings and activities as called upon by the senior patrol leader.
- · Guide the troop in the senior patrol leader's absence.
- senior patrol leader. Function as a member of the

· Work with the Scoutmaster in

· Wear the Scout uniform correctly.

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Live by the Scout Oath and

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- Function as a member of the patrol leaders' council. Set a good example.

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Position Description: Patrol Leader

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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.

Plan and lead patrol meetings

· Keep patrol members informed.

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Assign each patrol member a task

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· Work with other troop leaders to make the troop run well. Know what patrol members and other leaders can do.

· Show and help develop patrol spirit.

- Set a good example.
- · Wear the Scout uniform correctly.

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- · Help the patrol leader plan and lead patrol meetings and activities.
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- · Help the patrol leader prepare the patrol to take part in all troop activities. • Set a good example.
- · Lead the patrol in the patrol leader's absence.
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Position Description:

- · Work with other troop leaders to make the troop run well. · Help the patrol leader prepare the patrol to take part in all troop activities. Set a good example.
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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.

· Attend patrol leaders' council

the new-Scout patrol.

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- 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.

Position Description: Den Chief

- Serve as the activities assistant at den meetinas.
- · 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.
- Set a good example.

Project a positive image

· Wear the Scout uniform correctly.

· Live by the Scout Oath and Scout Law.

· Show and help develop Scout spirit.

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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.
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- 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.

Order of the Arrow

Troop Representative

Order of the Arrow **Position Description:** Troop Representative

- · 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.

Position Description:

Serve as a communication link between

the lodge or chapter and the troop.

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Encourage Arrowmen to assume

· Assist with leadership skills training

leadership positions in the troop.

camping in the troop.

in the troop.

- 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.

Order of the Arrow

Troop Representative

Brotherhood members.

Wear the Scout uniform correctly.

· Live by the Scout Oath, Scout Law,

· Show and help develop Scout spirit.

· Set a good example.

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Order of the Arrow

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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.

Position Description:

· Keep records on literature owned

· Add new or replacement items

borrowing at troop meetings.

Position Description:

Keep records of patrol and

Keep equipment in good repair.

Keep equipment storage area

· Issue equipment and see that it

Suggest new or replacement items.

is returned in good order.

troop equipment.

neat and clean.

Have literature available for

Establish and maintain a

troop library.

by the troop.

as needed.

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

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- · Live by the Scout Oath and Scout Law.
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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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Scout spirit.



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.
- Set a good example.

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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.
- Live by the Scout Oath and Scout Law. · Show and help develop Scout spirit.

· Lead worship services on campouts.

• Tell troop members about the

their faith.

· Set a good example.

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· Wear the Scout uniform correctly.

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Junior Assistant **Position Description:** Scoutmaster

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

Junior Assistant **Position Description:**

Scoutmaster

- - Scout Law.
 - · Show and help develop Scout spirit.

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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.

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- Support Scouts who are working to complete the relevant requirements for the Scout through First Class ranks.
- Set a good example.
- Wear the Scout uniform correctly.
 - Live by the Scout Oath and Scout Law.
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Support Scouts who are working to

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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.
- Set a good example.
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