

# Troop Job Descriptions for Youth Leaders

## Senior Patrol Leader

- Run all troop meetings, events, activities and annual program planning conference.
- Chair the patrol leader's council.
- Appoint girl leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

## Assistant Senior Patrol Leader

- Be responsible for training and giving direct leadership to the appointed positions within the troop.
- Help lead troop meetings, events, and activities when called upon by the senior patrol.
- Guide the troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leader's council.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

## Patrol Leader

- 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 troop PLC's and annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Show and help develop patrol spirit.
- Work with the other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.

## Assistant Patrol Leader

- Help the patrol leader plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Represent the patrol at all troop PLC's in the patrol leader's absence.
- Show and help develop patrol spirit.
- Work with the other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.

## Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or computer files.
- Present photos of activities at troop meetings.
- Prepare a slide show of activities for the Courts of Honor.
- 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 Law.
- Show and help develop Scout Spirit.

### Quartermaster

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop equipment coordinator.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Order of the Arrow Troop Representative

- Serve as a communication link between the lodge and the troop.
- Encourage year-round and resident camping in the troop.
- Encourage older Scouts to actively participate in high adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen in the troop to be active participants in the lodge and to seal their memberships in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### 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.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Scribe

- Attend and keep notes at the PLCs.
- Record attendance of all troop meetings and activities.
- Record advancement in troop records.
- Work with Advancement Chair and patrol leaders with tracking advancement.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Chaplain Aide

- Keep troop leaders apprised of religious holidays when planning activities.
- Assist the troop chaplain in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead 'Scouts Own' service on camp-outs.
- Tell troop members about the religious emblem program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Instructor

- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### 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 girls to join Scouting.
- Project a positive image of Scouting.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Troop Guide (Senior Scout)

- Introduce 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.
- Teach basic Scout Skills.
- Attend PLCs.
- Assist Patrol Leaders at PLCs.
- Assist the Assistant Scoutmaster with training.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

### Junior Assistant Scoutmaster (18-20 y/o)

- Function as an assistant Scoutmaster
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.