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## **TROOP SERVICE COORDINATOR**

Volunteer Position

**PURPOSE:** To organize troops and provide quality Girl Scout membership services within a designated geographic area and/or program level.

**RESPONSIBLE TO:** Service unit manager

**APPOINTMENT:** Appointed by the service unit manager for a one-year term

### **RESPONSIBILITIES:**

- Recruit adult leadership using application, reference and criminal background system; select, appoint, and place qualified troop leadership teams
- Insure that leaders attend appropriate trainings and that at least one leader has completed training prior to meeting with the troop
- Recruit and place girls in troops throughout the year
- Offer alternative participation options to girls without troops
- Assist leadership teams as necessary in:
  - Securing sponsors
  - Finding a meeting place
  - Organizing troop committees
  - Finding resources and answers to questions
- Participate in service team and service unit meetings, working with service team members to:
  - Distribute recruitment materials and troop packets
  - Assign sister troops
  - Develop a bridging plan
- Provide on-going support to the leaders and encourage their participation at service unit meetings
- See that the service unit registrar is notified of leadership and girls placed in each troop, and any changes that occur throughout the year

### **QUALIFICATIONS:**

- Subscribe to Girl Scout philosophy and register as an adult member of the Girl Scouts of the USA
- Have an openness to and respect for people of diverse backgrounds
- Have the time and willingness to take troop service coordinator training and carry out the above job responsibilities.
- Have an interest and ability to work with all adults in the community and in Girl Scouting and a commitment to placing all girls who want to belong to the organization.