

Leadership Position – Job Description



Assistant Patrol Leader

JOB DESCRIPTION: The Assistant Patrol Leader works with the Patrol Leader to lead the Patrol. He follows the direction of the Patrol leader and acts as Patrol leader in his absence. He assists in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. He uses his time as Assistant Patrol Leader to learn the job of Patrol Leader. The assistant patrol leader learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

LEADERSHIP CREDIT: This position does not count towards Star, Life, and Eagle rank requirements.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Assist the Patrol Leader in Leading the Patrol.
- Promotes a positive environment.
- Helps teach scout skills.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
- Continue to earn advancement (lead by example).

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Assistant Senior Patrol Leader

JOB DESCRIPTION: The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol. Large troops may have more than one assistant senior patrol leader, each appointed by the senior patrol leader.

RESPONSIBLE TO: Senior Patrol Leader, Scout Master and Assistant Scout Masters.

SPECIFIC DUTIES:

- Assist the Senior Patrol Leader in Leading the Troop.
- Promotes a positive environment.
- Helps teach scout skills.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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Bugler

JOB DESCRIPTION: The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Asst. Senior Patrol Leader

SPECIFIC DUTIES:

- Play Taps and Reveille at Camp outs and Summer Camp
- Play To The Colors at Court of Honors.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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Chaplain Aide

JOB DESCRIPTION: The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.

RESPONSIBLE TO: Troop Chaplain, Asst Senior Patrol Leader, Scout Masters and Assistant Scout Masters,

SPECIFIC DUTIES:

- Lead the Troop in Prayers and Reflection
- Be aware of people/ events to pray for.
- Remind the Troop of its Duty to God
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
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Den Chief

JOB DESCRIPTION: The den chief works with a den of Cub Scouts and with their adult leaders. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout.

A Webelos den chief can help plan and assist with the leadership of Webelos den meetings and field activities. He can lead songs and stunts, and encourage Webelos Scouts to progress into the Boy Scout troop.

RE SPONSIBLE TO: Scout Master and Assistant Scout Master –Pack Liaison, Den Leader.

SPECIFIC DUTIES:

- First the Scout must attend Den Chief Training
- Regularly Attend Den and Pack Meetings with a specific Cub Scout Den
- Assist the Den with Scout skills
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

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Instructor

JOB DESCRIPTION: Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn especially those such as first aid, camping, and backpacking that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

RESPONSIBLE TO: Senior Patrol Leader, Assistant Senior Patrol Leaders, Scout Master and Assistant Scout Masters.

SPECIFIC DUTIES:

- Teach Scouting skills to the rest of the Troop at meetings and on outings.
- Do research so he can bring new skills to the Troop
- Use the EDGE method to teach those skills.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

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Librarian

JOB DESCRIPTION: The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

RESPONSIBLE TO: Assistant Senior Patrol Leader, Scout Master and Assistant Scout Masters.

SPECIFIC DUTIES:

- Catalog and track use of Troop books.
- Sign in and sign out books, ensure books are returned in a timely manner.
- Maintain books in good condition, report any problems to Scoutmaster.
- Encourage use of Merit Badge books.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

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Patrol Leader

JOB DESCRIPTION: The patrol leader is the top leader of a patrol. He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and full involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

RESPONSIBLE TO: Senior Patrol Leader, Assistant Senior Patrol Leader, Scout Masters and Assistant Scout Masters.

SPECIFIC DUTIES:

- Attend Monthly PLC's and contribute ideas.
- Actively lead his Patrol and try to resolve problems the Patrol has
- Encourage teamwork and enthusiasm in his Patrol
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

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Quartermaster

JOB DESCRIPTION: The quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

RESPONSIBLE TO: Assistant Senior Patrol Leader, Head Quartermaster, Assistant Scout Master - Adult Quartermaster.

SPECIFIC DUTIES:

- Helps maintain all of the Troop Equipment, reports damaged or missing equipment.
- Makes sure his patrol is treating equipment properly and discourages misuse
- Unloads and loads the trailer so it is neat and orderly
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

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Scribe

JOB DESCRIPTION: The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Attend and keep a log of PLC meetings. Send meeting notes monthly to Scout Master and Assistant Scout Masters
- Record attendance of all troop members.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Handle correspondence appropriately.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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Senior Patrol Leader

JOB DESCRIPTION: The senior patrol leader is the top leader of the troop. He is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.

RESPONSIBLE TO: Scout Master and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Actively leads the Troop.
- Provides direction for the leaders under his command
- Encourages involvement of all Scouts
- Spend time with each Patrol and gets to know them.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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Troop Guide

JOB DESCRIPTION: The troop guide is both a leader and a mentor to the members of the new-Scout patrol. He should be an older Scout who holds at least the First Class rank and can work well with younger Scouts. He helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support. The troop guide is not a member of another patrol but may participate in the high-adventure activities of a Venture patrol.

RESPONSIBLE TO: Assistant Senior Patrol Leaders, Scout Master and Assistant Scout Masters.

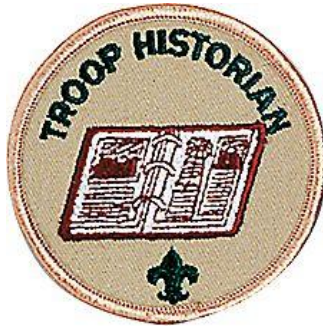
SPECIFIC DUTIES:

- Lead the New Scout Patrol (Dragon Patrol)
- Direct the New Patrol in earning their Scout Badge
- Help the new scouts become part of the Troop
- Prepare the New Scouts for their first Summer Camp
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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- Set a good example for all the scouts.
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Troop Historian

JOB DESCRIPTION: The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Keeps a journal of Troop activities
- Takes photos of activities.
- Prepares reports on activities for the web site.
- Handle correspondence appropriately.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
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Order of the Arrow Troop Representative

JOB DESCRIPTION: The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs. The OA Troop Representative assists with leadership skills training. He reports to the assistant senior patrol leader.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Promotes OA at Troop
- Promotes Summer Camp
- Organizes OA elections
- Attends OA Meetings
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
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Leave No Trace Trainer

JOB DESCRIPTION: The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

RESPONSIBLE TO: Scout Masters and Assistant Scout Masters, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

- Complete the Leave No Trace Trainer course
- Promote Leave No Trace in the Troop
- Assist Scouts in earning the Leave No Trace Award
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
- Continue to earn advancement (lead by example).

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Troop Webmaster

JOB DESCRIPTION: The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

RESPONSIBLE TO: Scout Master and Assistant Scout Master-Adult Webmaster, Troop Committee Chairman.

SPECIFIC DUTIES:

- Keep Troop Website up to date.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
- Continue to earn advancement (lead by example).

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Junior Assistant Scoutmaster

JOB DESCRIPTION: A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster. These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

RESPONSIBLE TO: Scout Master and Assistant Scout Masters.

SPECIFIC DUTIES:

- Under the guidance of the Scoutmaster provide support to the Troop
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
- Continue to earn advancement (lead by example).