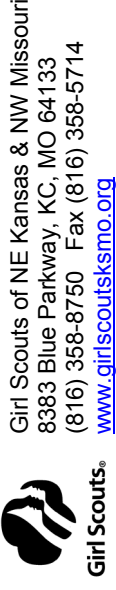


Job Description/Planner – Troop Consultant



Girl Scouts of NE Kansas & NW Missouri
 8383 Blue Parkway, KC, MO 64133
 (816) 358-8750 Fax (816) 358-5714
www.girlscoutsksmo.org

Name _____ Service Unit _____ Year _____

COMPETENCY (Defined Job Tasks)	ACTION(S) (On-going Training & Supervision)	EMPHASIS	RESULTS	DEGREE MET*
Appoint Leaders	<ul style="list-style-type: none"> • Appoint new leaders • Ensure that new leaders have completed a volunteer application • Interview potential leaders • Check references • Reappoint returning leaders 			
Provide for the training of leaders	<ul style="list-style-type: none"> • Give orientation to new leaders • Provide leaders with materials - new or recycled • Help new leaders in registering for Basic Training • Encourage leaders to attend training beyond Basic Leadership 			
Supervise Leaders	<ul style="list-style-type: none"> • Coach and support leaders • Help leaders set and meet personal goals • Evaluate performance problems and recommend changes • Make sure that troop programs meet Girl Scout program goals and Youth Development practices • Apply volunteer development practices to supervising leaders • Provide reports, as requested 			
Release leaders	<ul style="list-style-type: none"> • Release or not reappoint leaders as necessary • Consult with Service Team Manager and Membership Manager about unsatisfactory job performance of a leader • Comply with all procedures related to volunteer job release 			

Job Description/Planner – Troop Consultant, continued

COMPETENCY (Defined Job Tasks)	ACTION(S) (On-going Training & Supervision)	EMPHASIS	RESULTS	DEGREE MET*
Assist leaders in training troop support committee	<ul style="list-style-type: none"> • Help assistant leader train troop support committee • Help leaders conduct parents meeting 			
Assist leaders in locating community resources	<ul style="list-style-type: none"> • Contribute information to and utilize information from the community profile • Recommend appropriate resources 			
Inform leaders of service units of council resources, events and programs	<ul style="list-style-type: none"> • Recommend appropriate resources • Promote service unit and council events • Distribute and promote resources • Promote council product sales 			

Job Description/Planner – Troop Consultant, continued

COMPETENCY (Defined Job Tasks)	ACTION(S) (On-going Training & Supervision)	EMPHASIS	RESULTS	DEGREE MET*
<p>Ensure adherence to and interpret Council/GSUSA policies, standards and procedures</p>	<ul style="list-style-type: none"> • Approve Troop Activities <ul style="list-style-type: none"> - that happen outside the usual meeting time and place - require transportation - overnight stays - sensitive/controversial issues - troop camping - troop trips - money earning projects • Help troops with planning • Ensure troops follow pluralistic practices • Interpret policies, standards and procedures as needed 			
<p>Conduct year - end reviews with leaders</p>	<ul style="list-style-type: none"> • Give feedback to leaders • Conduct year - end performance evaluations with leaders • Help leaders in identifying volunteer career goals • Refer leaders for service unit and council positions as appropriate 			
<p>Assist to develop, implement and evaluate service unit plan of work</p>	<ul style="list-style-type: none"> • Help develop the service unit plan-of-work • Carry out tasks in the plan-of-work as assigned by the service team manager • Report on progress toward completing tasks • Participate in year-end evaluation of plan-of-work 			

* DEGREE MET:
 4 - Outstanding 3 - Good 2 - Fair 1 - Poor
 N/A - Not applicable

