



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

Job Description/Planner – Troop Organizer

Name _____ Service Unit _____ Year _____

| COMPETENCY (Defined Job Tasks) | ACTION(S) (On-going Training & Supervision) | EMPHASIS | RESULTS | DEGREE MET* |
|---|--|----------|---------|----------------|
| Analyze statistical data to determine market | <ul style="list-style-type: none"> Determine diverse populations in area Meet with service team manager and field staff to set recruitment plans. Decide on the number of troops needed to serve projected membership | | | |
| Recruit adults from all population segments within the service unit | <ul style="list-style-type: none"> Use a variety of sources to recruit adults for troop leadership Actively recruit adults from diverse populations | | | |
| Recruit girls from all population segments within the service unit | <ul style="list-style-type: none"> Develop a targeted recruitment plan Use a variety of methods to recruit Actively recruit girls from diverse populations | | | |
| Place girls in troops/groups | <ul style="list-style-type: none"> Place girls in existing troops Organize new troops Monitor and report progress on girl placement Place additional girls in troops throughout year | | | |
| Recruit adult support for troops/groups | <ul style="list-style-type: none"> Interpret role of the troop support committee Help assistant leaders recruit troop support committee members | | | |

Job Description/Planner – Troop Organizer, continued

| COMPETENCY (Defined Job Tasks) | ACTION(S) (On-going Training & Supervision) | EMPHASIS | RESULTS | DEGREE MET* |
|---|--|----------|---------|----------------|
| Follow up on volunteer references and conduct volunteer interviews | <ul style="list-style-type: none"> • Collect volunteer applications • Contact references on applicants for troop leadership • Recommend applicants to troop consultant for appointment | | | |
| Monitor retention of girls and adults | <ul style="list-style-type: none"> • Determine current status of troop leadership/membership • Fill leader vacancies as needed • Provide opportunities for girls to rejoin • Document reasons girls and adults drop out • Place girls from disbanded troops | | | |
| Recruit troop/group sponsors | <ul style="list-style-type: none"> • Find potential sponsors • Make sure sponsorship agreements are signed by sponsor and troop | | | |
| Locate troop/group meeting sites | <ul style="list-style-type: none"> • Help leaders find meeting sites • Contact community institutions for possible meeting sites • Make sure meeting sites comply with Safety Wise standards | | | |
| Assist to develop, implement and evaluate service unit plan-of-work | <ul style="list-style-type: none"> • Contribute and utilize information in the community profile • Help develop service unit plan-of-work • Report on progress towards completing tasks • Participate in year-end evaluation of plan-of-work | | | |

Job Description/Planner – Troop Organizer, continued

| COMPETENCY (Defined Job Tasks) | ACTION(S) (On-going Training & Supervision) | EMPHASIS | RESULTS | DEGREE MET* |
|---|--|----------|---------|----------------|
| Assist to develop, implement and evaluate service unit plan-of-work | <ul style="list-style-type: none"> • Contribute and utilize information in the community profile • Help develop service unit plan-of-work • Report on progress towards completing tasks • Participate in year-end evaluation of plan-of-work | | | |
| Interpret Council-GSUSA policy, standards and procedures | <ul style="list-style-type: none"> • Find and use resources for policy standards and procedures • Interpret policy standards and procedures for specific situations | | | |
| Promote Girl Scouting in community | Promote benefits of Girl Scout membership to community | | | |
| Refer volunteers for service unit and council positions | <ul style="list-style-type: none"> • Keep referral files of adults interested in volunteering • Refer prospects for service unit and council positions | | | |

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

