



# Boy Scout Troop 10

*Frankfort Square / Mokena*

## Troop Leader Job Descriptions

As a leader of Troop 10 you are responsible for many aspects of the Unit and how it functions. This material was developed to help you understand what is expected of you and to help you with your leadership role.



### **RESOURCES:**

There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, and Troop Committee Members. There also are your fellow Troop Leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- ◆ *Boy Scout Handbook*, No. 3229
- ◆ *Junior Leader Handbook*, No. 3500
- ◆ *Scoutmaster Handbook*, No. 6502
- ◆ *Woods Wisdom, Troop Program Features*, No. 7262A
- ◆ *Fieldbook*, No. 3200
- ◆ *Boy Scout Songbook*, No. 3224A
- ◆ *Boy Scout Requirements*, No. 3216B (advancement)
- ◆ *Boys' Life*
- ◆ Merit badge pamphlets
- ◆ Copy of Troop rules and policies
- ◆ Troop and Patrol rosters
- ◆ Activity calendars (Troop, district, school)
- ◆ *Troop/Team Record Book*, No. 6510
- ◆ First Class Tracking Sheet, No. 4101C
- ◆ Campfire planner sheets, No. 3696
- ◆ Troop meeting planning sheets (from *Woods Wisdom*)
- ◆ BSA equipment catalog



# Boy Scout Troop 10

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## Junior Assistant Scoutmaster Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Junior Assistant Scoutmaster, you agreed to provide service and leadership in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader. You must be at least 16 years of age, but not yet to serve as a junior assistant Scoutmaster. On your 18th birthday, you are eligible to become an assistant Scoutmaster.

**RESPONSIBLE TO:** Scoutmaster

### **SPECIFIC DUTIES:**

- ❖ Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and or older).
- ❖ Accomplish any duties assigned by the Scoutmaster.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Senior Patrol Leader Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Senior Patrol Leader, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Scoutmaster

### **SPECIFIC DUTIES:**

- ❖ Preside at all Troop meetings, events, activities, and the program planning conference.
- ❖ Chair the Patrol Leader's Council.
- ❖ Assist the Scoutmaster with the process of appointing leadership.
- ❖ Assign duties and responsibilities to other leaders.
- ❖ Work with the Scoutmaster in training junior leaders.
- ❖ If can not make a campout assign SPL and ASPL for outing.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Assistant Senior Patrol Leader Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Assistant Senior Patrol Leader, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Senior Patrol Leader

### **SPECIFIC DUTIES:**

- ❖ Be responsible for training and giving direct leadership of the following junior leaders:
  - ❖ Historian
  - ❖ Librarian
  - ❖ Quartermaster
  - ❖ Scribe
- ❖ Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- ❖ Take over troop leadership in the absence of the Senior Patrol Leader.
- ❖ Function as a member of the Patrol Leader's Council.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Troop Historian Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Troop Historian, you agreed to provide service in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Assistant Senior Patrol leader

### **SPECIFIC DUTIES:**

- ❖ Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays, or information files.
- ❖ Take care of Troop trophies and keepsakes.
- ❖ Keep information about Troop alumni.
- ❖ Keep folder with info on all camp outings
- ❖ If can not make campout, ask scouts about outing to fill in book.
- ❖ Set a good example
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Troop Librarian Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Troop Librarian, you agreed to provide service in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Assistant Senior Patrol leader

### **SPECIFIC DUTIES:**

- ❖ Establish and maintain a Troop library.
  - ❖ Keep records on literature owned by the Troop.
  - ❖ Add new or replacement items needed.
  - ❖ Have literature available for borrowing at Troop meetings.
  - ❖ Keep system to check literature in and out.
  - ❖ Follow up on late returns.
- ❖ Assist the Advancement Chair with maintaining Troop resource files used for teaching Merit Badges classes.
- ❖ Prepare the necessary literature for upcoming Merit Badge classes.
- ❖ Make sure library is at each camp out.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Troop Quartermaster Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Troop Quartermaster, you agreed to provide service in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Assistant Senior Patrol leader (and works with the Troop committee member responsible for equipment)

### **SPECIFIC DUTIES:**

- ❖ Keep records of Patrol and Troop equipment.
  - ❖ Personally checkout equipment immediately before the Troop leaves for an outing.
  - ❖ Inspect and check-in equipment.
    - ❖ Check-in the equipment at first Monday meeting after an outing.
    - ❖ All equipment **MUST** be assembled for inspection.
  - ❖ Report any lost, damaged or late returns of equipment to ASPL.
- ❖ Keep equipment in good repair.
- ❖ Issue equipment and see that it is returned in good order.
- ❖ Suggest new or replacement items.
- ❖ Work with Troop committee member responsible for equipment.
- ❖ If can not make campout assign a Quartermaster for the campout.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Troop Scribe Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Troop Scribe, you agreed to provide service in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Assistant Senior Patrol leader (and works with the Troop committee member responsible for records and finance)

### **SPECIFIC DUTIES:**

- ❖ Need a notebook for campouts and meetings.
- ❖ Attend and keep a log of Patrol Leaders' Council meetings.
- ❖ Attend and keep a log of Troop meetings
- ❖ Record attendance at all meeting and campouts.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Patrol Leader Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Patrol leader, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Senior Patrol Leader

### **SPECIFIC DUTIES:**

- ❖ Keep Patrol members informed.
- ❖ Assign each Patrol member a job and help them succeed.
- ❖ Represent the Patrol at all Patrol leaders' council meetings and at the annual program planning conference.
- ❖ Prepare the Patrol to take part in all Troop activities.
- ❖ Develop Patrol spirit.
- ❖ Work with other Troop Leaders to make the Troop run well.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Troop Guide Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Troop Guide, you agreed to provide service and leadership in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Scoutmaster and Assistant Scoutmaster

### **SPECIFIC DUTIES:**

- ❖ Help Scouts meet advancement requirements through First Class.
- ❖ Advise Patrol leader on his duties and his responsibilities at Patrol leaders' council meetings.
- ❖ Prevent harassment of new Scouts by older Scouts.
- ❖ Help assistant Scoutmaster train new Patrol leader when he is elected.
- ❖ Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



# Boy Scout Troop 10

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## Den Chief Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Den Chief, you agreed to provide service and leadership in our Troop and assigned Cub Scout Den. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader. Your Den Leader or Cubmaster will provide additional guidelines for your job.

**RESPONSIBLE TO:** Scoutmaster and Assistant Scoutmaster

### **SPECIFIC DUTIES:**

- ❖ 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, prepare boys to join Boy Scouting.
- ❖ Project a positive image of Boy Scouting.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.



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## Bugler Junior Leader Job Description

**INTRODUCTION:** When you were assigned the position of Bugler, you agreed to provide service and leadership in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Junior Leader.

**RESPONSIBLE TO:** Senior Patrol Leader

**SPECIFIC DUTIES:**

- ❖ Call all Troop meetings to order.
- ❖ Wake all Troop members at camp outings.
- ❖ If not able to attend campout need to assign Bugler for campout.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.