



**JPL Troop 509**  
**Leadership Position Description**

## **TROOP GUIDE**

### **GENERAL INFORMATION**

- Position:** Appointed by the senior patrol leader  
**Term:** 12 months  
**Reports to:** Senior patrol leader  
**Role:** Troop guides work with scouts below First Class rank. Troop guides make them feel comfortable and helps them earn their Scout, Tenderfoot, Second Class and First Class ranks.  
**Comments:** The first year as a scout is a critical time with new places, new people, new rules and new activities. Troop guides are a friend to new scouts and makes them feel welcome, have fun, and be successful in scouting.

### **QUALIFICATIONS**

- Age:** 13 or older  
**Rank:** First Class rank or higher  
**Experience:** None, but past service as patrol leader or assistant patrol leader is recommended

### **PERFORMANCE REQUIREMENTS**

- Training:** You must attend the Introduction to Leadership Skills for Troops (ILST)  
**Attendance:** You are expected to attend 80% of all troop meetings, 90% of all Patrol Leaders' Council (PLC) meetings, 70% of all outings and 25% of all service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.  
**Effort:** When you accept this position, you agree to provide service and leadership to the troop. You are expected to devote lots of time and energy to this job and give it your best effort.

### **GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set a good example by wearing your uniform correctly. Wear all of the parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.  
**Behavior:** Set a good example by living the scout oath and law in your everyday life. Show scout spirit in everything you say and do.  
**Attendance:** Set a good example by being an active scout. Be on time for meetings and activities. You must contact the senior patrol leader if you are not going to be at a meeting or if you have to miss an outing. You also need to arrange for someone else to assume your responsibilities when you are going to be absent.

### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Set a GOOD EXAMPLE (the most powerful form of leadership)
- Help new scouts learn about troop operations, especially rank advancement
- Help scouts advance through First Class, either by teaching the required skills or by setting up situations for meeting the requirements
- Plan, organize and run boards of review for Tenderfoot, Second Class and First Class ranks
- Help new scout patrol leaders be effective in organizing and running their patrol
- Organize and help scouts participate in cooking groups on outings
- Guide new scouts through early scouting activities and outings to ensure that they learn how to successfully participate in scouting in our troop
- Serve as an active member of the PLC
- Coordinate rank advancement plans and activities with patrol leaders
- Assist with leadership training, especially on how to run a patrol