



*Proudly sponsored by the Harris Township Lion's Club since 1959*

## TROOP 380 JUNIOR LEADER POSITIONS

Updated Aug 27, 2007



..... 1 needed for the troop

**Introduction:** When you accept the position of Senior Patrol Leader, you agree to provide service and leadership in our troop. The troop members elect the senior patrol leader.

**Responsible to:** Scoutmaster.

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of Star. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders council.
- Assign duties to other leaders.
- Work with the Scoutmaster in training junior leaders.
- Appoints assistant senior patrol leader.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Assistant Senior Patrol Leader, you agree to provide service and leadership in our troop. The senior patrol leader appoints the assistant senior patrol leader. This position is the 2<sup>nd</sup> highest junior leader in the troop.

**Responsible to:** Senior Patrol Leader.

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of Star. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Attend all patrol leaders council.
- Assists SPL to lead meetings and activities.
- Perform tasks as directed by the SPL.
- Act as SPL when SPL is absent.
- Train, assign duties, and provide leadership to other junior leaders.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for each patrol

**Introduction:** When you accept the position of Patrol Leader, you agree to provide service and leadership in our troop. The patrol members elect the patrol leader.

**Responsible to:** Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of First Class (exception for new scout patrols). Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Attend all patrol leader councils. Represent patrol. Report back to patrol on responsibilities for Troop meetings and outings.
- Keeps patrol members informed.
- Call his patrol once per week with out fail.
- Assign each patrol member a job and help them succeed.
- Appoints assistant patrol leader.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for each patrol

**Introduction:** When you accept the position of Assistant Patrol Leader, you agree to provide service and leadership in our troop. The patrol leader appoints the assistant patrol leader.

**Responsible to:** Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Assists PL to plan and steer patrol meetings and activities.
- Assists PL to keep patrol members informed.
- Assists PL to get ready for all troop activities.
- Represents his patrol at patrol leaders' council meetings when PL can not attend.
- Leads the patrol in the PL's absence.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

**Note:** *This position does not count towards rank advancement leadership requirements.*

## TROOP 380 JUNIOR LEADER POSITIONS



..... 2 or 3 needed for the troop

**Introduction:** When you accept the position of Instructor, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of First Class. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Teach basic Scouting skills to troop and patrols as needed.
- Prepare and make special presentations that will be educational for troop meetings.
- Instruct New Scouts in wood tools, safety, and fire safety within their first month in the Troop.
- Work with the Troop Guide(s) and Patrol Leaders in setting up learning situations for the new Scouts to work on Scouting skills and advancement. Recruit additional help when needed.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 2 or 3 needed for the troop

**Introduction:** When you accept the position of Troop Guide, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Scoutmaster for new Scout patrols

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of First Class. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Work with the New Scout Patrol(s) to ensure that the new Scouts learn how to participate in Scouting in our Troop.
- Train the New Scout Patrol Leader in how to run a patrol.
- Attend patrol leaders council meetings with the new Scout patrol leader.
- Help new scout patrols plan for all outings, including equipment lists, menu planning, etc.
- Advise patrol leaders on duties and responsibilities at patrol leaders council meetings.
- Help the new Scouts with advancement through First Class, either by teaching the required skills or by setting up situations for meeting the requirements.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Bugler, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Be proficient at playing the bugle. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Perform bugling duties at various scouting activities.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Quartermaster, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Have minimally achieved the rank of First Class. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

### **Specific Duties:**

- Store and keep track of all Troop equipment. Keep an inventory of all Troop and patrol equipment.
- Work with the Patrol Leaders to determine that all patrol equipment is being maintained properly.
- Attend PLC. During early part of meeting organize and inventory equipment. During later part of meeting, report out to PLC any equipment issues and concerns.
- Be responsible for checking equipment out and checking it back in on return. Make sure that returned equipment is clean and in good order or that it is repaired if not.
- Assess Troop equipment needs for outings and events (e.g., rain flies, poles, and stakes) and be responsible for getting it there and back.
- Make suggestions for new or replacement items.
- Oversee the annual redistribution of patrol equipment so that each Patrol has a fair share of equipment based on the make-up of the patrols each year.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Scribe, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

### **Specific Duties:**

- Act as recording secretary for Patrol Leaders' Council meetings, in particular, noting action items and who is responsible for the action. Based on the discussions, prepare the final Troop meeting plans and distribute to the Patrol Leaders.
- Provide reports to the Patrol Leaders' Council on patrol attendance and inspections each month.
- Records individual Scout attendance.
- Write letters on behalf of the Troop -- letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events and to Webelos who visit the Troop.
- Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to Troop meetings whenever possible to be approved before mailing and so that the Troop is aware of what correspondence is being mailed out in its name.
- A file of all such correspondence is to be kept by the Scribe.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Troop Historian, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Keeps troop historical file and/or scrapbook.
- Cares for troop trophies, ribbons, and souvenirs.
- Keep information about troop alumni.
- Assist in preparing a troop slide show for showing at the annual Troop Dinner and to Cub Scout Packs. Obtain slides from recent trips to keep the show current, removing slides from older trips and returning them to their owners.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 2 needed for the troop

**Introduction:** When you accept the position of Chaplain Aide, you agree to provide service and leadership in our troop. The responsibilities of this position include encouraging the spiritual growth and awareness of each member of the troop and assisting the troop chaplain (and adult committee members).

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** The chaplain aide must be mature and sensitive and have earned the respect and trust of his fellow Scouts. The chaplain aide must be at least a First Class Scout. The chaplain aide must have received or be working on the requirements leading to the age-appropriate religious emblem for his faith. Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

### **Specific Duties:**

- Work with the troop chaplain (usually an adult member of the clergy) to plan appropriate interfaith religious services during troop outings
- Encourage troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith
- Participate in patrol leaders council planning sessions to ensure that spiritual emphasis is included in troop activities
- Help the troop chaplain (or other designated adult) plan and conduct an annual Scout-oriented religious observance,. Preferably during Scout Week in February
- Present an overview of the religious emblems program at troop meetings at least once per year
- Help the troop chaplain (or other designated adult) recognize troop members who receive their religious emblems, perhaps during a troop court of honor (note: most religious emblems are conferred during a service at the Scout's place of worship, but the achievement should also be recognized at a significant troop event.)
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of Librarian, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**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 a system to check literature in and out.
- Follow up on late returns.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 1 needed for the troop

**Introduction:** When you accept the position of OA Troop Representative, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Senior Patrol Leader

**Qualifications:** Successfully complete Junior Leadership Training course. Must be an OA member in good standing and under 18 years of age. Appointed by the Senior Patrol Leader with Scoutmaster approval. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Serves as communication link between the OA lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

## TROOP 380 JUNIOR LEADER POSITIONS



..... 4+ needed for the troop

**Introduction:** When you accept the position of Den Chief, you agree to provide service and leadership in our troop.

**Responsible to:** Assistant Scoutmaster for new Scout patrols

**Qualifications:** Successfully complete Junior Leadership Training course. Demonstrate rank and/or merit badge advancement in prior twelve months. Demonstrate good attendance at troop meetings and activities in prior twelve months.

**Specific Duties:**

- Serve as 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 the boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Attend and successfully complete special den chief training.
- If an absence is necessary, must make sure all obligations are covered.
- Set and maintain a leadership example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.