

# Boy Scout Troop 64

*First United Methodist Church*  
*Bossier City, Louisiana*

## Troop Leader Job Descriptions

As a leader of Troop 64 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. 7264A
- ◆ *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

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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.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop 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.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

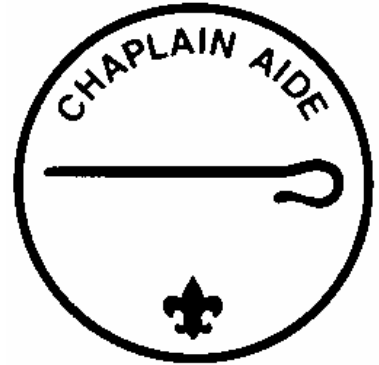
**RESPONSIBLE TO:** Senior Patrol Leader

**SPECIFIC DUTIES:**

- ❖ Be responsible for training and giving direct leadership of the following junior leaders:
  - ❖ Chaplain Aide
  - ❖ Historian
  - ❖ Instructor
  - ❖ 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.

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Chaplain Aide  
Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Chaplain Aide, 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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

**RESPONSIBLE TO:** Assistant Senior Patrol leader (and works with the Chaplain)

**SPECIFIC DUTIES:**

- ❖ Keep Troop Leaders appraised of religious holidays when planning activities.
- ❖ Assist chaplain or religious coordinator in meeting the religious needs of Troop members while on activities.
- ❖ Encourage saying grace at meals while camping or on activities.
- ❖ Tell Troop members about religious emblem program of their faith.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

# Boy Scout Troop 64

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop 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.
- ❖ Set a good example
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop 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.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop 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 is from 7:00 to 7:25p.m. the first Monday meeting after an outing.
    - ❖ All equipment **MUST** be assembled for inspection.
  - ❖ Report any lost, damaged or late returns of equipment to the Quartermaster Advisor.
- ❖ 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.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

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

**SPECIFIC DUTIES:**

- ❖ Attend and keep a log of Patrol Leaders' Council meetings.
- ❖ Record attendance.
- ❖ Prepare a "Scout Newsletter" for distribution to the Troop.
  - ❖ Consolidate written reports from Patrol Leaders.
  - ❖ Distribute the "Scout Newsletter" no latter than February 28, May 30, August 30, and November 31.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

**RESPONSIBLE TO:** Senior Patrol Leader

**SPECIFIC DUTIES:**

- ❖ Plan and lead Patrol meetings and activities.
- ❖ 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.
- ❖ Submit a written report to the Scribe of Patrol Rank Advancement, Merit Badge activity and other areas of interest. This report is due on February 15, May 15, August 15, and November 15.
- ❖ Develop Patrol spirit.
- ❖ Work with other Troop Leaders to make the Troop run well.
- ❖ Know what Patrol members and other leaders can do.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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Venture Crew Chief  
Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Venture Crew Chief, 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. The Venture crew in a Troop should provide older Scouts with an active high-adventure program.

**RESPONSIBLE TO:** Assistant Scoutmaster-Venture

**SPECIFIC DUTIES:**

- ❖ Using activity pamphlets, develop an active program for your crew.
- ❖ Provide leadership to a selected crew high-adventure activity.
- ❖ Keep crewmembers informed.
- ❖ Represent the crew at all Patrol leaders' council meetings.
- ❖ Encourage crewmembers to take part in all Troop activities.
- ❖ Locate and secure resources necessary for crew's activities.
- ❖ Develop crew spirit.
- ❖ Work with 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 64

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## Patrol Leader New Scout Patrol Junior Leader Job Description



**INTRODUCTION:** When you were assigned the position of Patrol Leader-New Scout Patrol, 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 probably will serve as Patrol Leader of the New Scout Patrol for a month or two and should be prepared to share leadership with others in your Patrol.

**RESPONSIBLE TO:** Senior Patrol Leader and Troop Guide

### **SPECIFIC DUTIES:**

- ❖ With the assistance of the Troop guide
  - ❖ Plan and lead Patrol meetings and activities.
  - ❖ Prepare your Patrol to take part in all Troop activities.
  - ❖ Develop Patrol spirit.
  - ❖ Keep Patrol members informed.
- ❖ Assign each Patrol member a job.
- ❖ Represent the Patrol at all Patrol leaders' council meetings during your term of office.
- ❖ Know what Patrol members and other leaders can do.
- ❖ Set a good example.
- ❖ Wear the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

**RESPONSIBLE TO:** Assistant Scoutmaster-New Scout Patrol

**SPECIFIC DUTIES:**

- ❖ Help Scouts meet advancement requirements through First Class.
- ❖ Advise Patrol leader on his duties and his responsibilities at Patrol leaders' council meetings.
- ❖ Attend Patrol leaders' council meetings with the new Scout Patrol leader.
- ❖ 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.

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Instructor  
Junior Leader Job Description

**INTRODUCTION:** When you were assigned the position of Instructor, 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. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult Troop Leader.

**RESPONSIBLE TO-** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- ❖ Instruct Scouting skills needed within the Troop or Patrols.
- ❖ Prepare well in advance for each teaching assignment.
- ❖ Set a good example.
- ❖ *Wear* the uniform correctly.
- ❖ Live by the Scout Oath and Law.

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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:** Assistant Scoutmaster-new Scout Patrol

**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.