

Junior Leader Job Descriptions



This section details the leadership positions in the Troop. Leadership is important to advance in rank, to have a good program, and to develop as a young man.

Even if the Scout does not currently hold a leadership position in the Troop, he should make sure he understands the responsibilities of those that do. Voters have a responsibility in this country to monitor the performance of those that they choose so that they can make informed choices in the future. Those being led should take responsibility to make sure that those they choose as leaders do their job.

Senior Patrol Leader

RESPONSIBLE TO: Scoutmaster

SPECIFIC DUTIES:

- Preside at all troop meetings, events, activities, and annual program planning conference. Chair the Patrol Leaders Council.
- Name appointed boy leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Senior Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster, and Chaplain Aide.
- Help with leading meetings and activities as called upon by the SPL.
- Take over troop leadership in the absence of the SPL.
- Perform tasks assigned by the SPL.
- Function as a member of the PLC.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Patrol Leader

RESPONSIBLE TO: Senior Patrol leader

SPECIFIC DUTIES:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign patrol members 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.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Patrol Leader

RESPONSIBLE TO: Patrol Leader

SPECIFIC DUTIES: Assist the patrol leader in

- Planning and leading patrol meetings and activities.
- Keeping patrol members informed.
- Preparing your patrol to take part in all troop activities.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Help 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.

Patrol Leader - New Scout 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.

Troop Guide

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.

Junior Assistant Scoutmaster

A Scout must be at least 16 years of age, but not yet 18 years of age to serve as a Junior Assistant Scoutmaster. On his 18th birthday, he is 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 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Quartermaster

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.
- 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.

Chaplain Aide

RESPONSIBLE TO: Assistant senior patrol leader (and works with the chaplain).

SPECIFIC DUTIES:

- Keep troop leaders apprised 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.

Den Chief

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

Troop Librarian

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.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Historian

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.

Troop Scribe

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 and dues payments.
- Record advancement in troop records.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Webmaster

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Establish and maintain a safe and secure troop website.
- Ensures troop website is a positive reflection of Scouting for the public
- Works with scribe and historian to manage the troop's electronic communication tools.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Outdoor Ethics Guide

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Helps troop plan and conduct outdoor program that emphasizes effectively practicing the principles of outdoor ethics.
- Helps Scouts improve their outdoor ethics decision-making skills to help minimize impacts of outdoor activities.
- Supports Scouts working to complete the relevant requirements for Tenderfoot, Second Class, and First Class Ranks.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.