

Troop 327 Junior Leader Job Descriptions

When you accept a position as a junior leader, whether in a troop-level position or a patrol-level position, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. The job descriptions below provide some of the things you are expected to do while serving as a junior leader.

Troop-level Leadership Positions (elected by Troop)

- Senior Patrol Leader

Patrol-level Leadership Positions (elected by Patrol)

- Patrol Leader

Troop-level Leadership Positions (appointed by the Senior Patrol Leader)

- Assistant Senior Patrol Leader
- Troop Scribe
- Troop Librarian
- Troop Historian
- Troop Quartermaster
- Instructor
- Troop Guide
- Den Chief

Patrol-level Leadership Positions (appointed by the Patrol Leader)

- Assistant Patrol Leader
- Patrol Quartermaster

Troop-level Leadership Positions (appointed by training)

- Troop Chaplain's Aide
- Order of Arrow Troop Representative
- Webmaster

Senior Patrol Leader

REPORTS TO: Scoutmaster

SPECIFIC DUTIES:

- Preside at all troop meetings
- Chair the Patrol Leaders' Council meeting (PLC)
- Appoint boy leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other leaders
- Work with Scoutmaster in training junior leader
- Set a good example
- Wear the uniform correctly

- Live by the Scout Oath and Law

Patrol Leader

REPORTS TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council meetings (PLCs)
- Plan and lead patrol meetings and activities
- Keep patrol members informed
- Assign each patrol member a job within the patrol and help them succeed
- Represent the patrol at PLCs
- Prepare the patrol to take part in all troop activities
- Develop patrol spirit
- Work with other troop leaders and patrol leaders to make the troop run well
- Know what patrol members and other leaders can and cannot do
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Assistant Senior Patrol Leader

REPORTS TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council Meetings (PLCs)
- Act as assistant for the Senior Patrol Leader (SPL)
- Be responsible for training and giving direct leadership to the appointed junior leaders
- 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

Troop Scribe

REPORTS TO: Assistant Senior Patrol Leader, Historian, and Webmaster

SPECIFIC DUTIES:

- Attend and keep a log of Patrol Leaders' Council meetings (PLCs)
- Give records for Webmaster to place on the troop's website
- Record attendance with help from patrol leaders
- Assist 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 Librarian

REPORTS TO: Assistant Senior Patrol Leader, Webmaster

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council meetings (PLCs)
- Establish and maintain a troop library

- Keep records on books owned by the troop
- Add new or replacement items if needed
- Have books available for borrowing at troop meetings
- Keep system to check books 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

REPORTS TO: Assistant Senior Patrol Leader, Webmaster

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council meetings (PLCs)
- Gather pictures and facts about past activities of the troop and keep them in books, displays, the troop website (report to Webmaster), or files
- Take care of troop trophies, ribbons, and other keepsakes
- Keep information about troop alumni
- Keep information about the troop's Eagle Scouts
- Take pictures of troop activities
- Digitize images to be placed online (report to Webmaster)
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Troop Quartermaster

REPORTS TO: Senior Patrol Leader & Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council meetings (PLCs)
- Keep records of troop equipment
- Keep troop equipment in good repair
- Issue troop equipment and see that it is returned in good order
- Suggest new or replacement items
- Work with the Assistant Scoutmaster in charge of equipment
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Instructor

REPORTS TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Instruct scouting skills as needed within the troop or patrols
- Prepare in advance for teaching skills
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Troop Guide

REPORTS TO: Assistant Scoutmaster & new Scout patrol

SPECIFIC DUTIES:

- Help Scouts meet advancement requirements through First Class
- Advise new scout patrol leader on his duties and his responsibilities at Patrol Leaders' Council meetings (PLCs)
- Attend PLCs 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 more comfortable with the troop and the outdoors
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Den Chief

REPORTS TO: den leader in the pack & 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 the 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

Assistant Patrol Leader

REPORTS TO: Patrol Leader & Scribe

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 weekly attendance of patrol and provide to Scribe
- Take charge of the patrol in the absence of the patrol leader
- Represent the patrol at all Patrol Leaders' Council meetings (PLCs) 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 Quartermaster

REPORTS TO: Patrol Leader & Troop Quartermaster

SPECIFIC DUTIES:

- Under guidance of the Troop Quartermaster:
 - Keep records of patrol equipment
 - Keep patrol gear in good repair
 - Issue patrol equipment and see that it is returned in good order
 - Suggest new or replacement items
- Work with the Assistant Scoutmaster responsible for equipment
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Troop Chaplain's Aide

REPORTS TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council meetings (PLCs)
- 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 programs of their faith
- Preside over opening (and/or closing) prayer at troop meetings
- Complete Chaplain's Aide Training Program
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Order of Arrow (OA)- Troop Representative

REPORTS TO: OA Lodge & Troop

SPECIFIC DUTIES:

- Complete Order of Arrow induction
- Attend all Patrol Leaders' Council meetings (PLCs)
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law

Troop Webmaster

REPORTS TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Post information on the troop's website
- Attend all Patrol Leaders' Council meetings (PLCs)
- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law