

## Scout Job Descriptions

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### Senior Patrol Leader

**Job Description:** The Senior Patrol Leader is elected by the scouts to represent them as the top junior leader in the troop.

**Reports To:** Scoutmaster

**Duties:**

- Runs all troop meetings, events, activities, and the annual program planning conference
- Runs the Patrol Leaders' Council meeting
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



### Assistant Senior Patrol Leader

**Job Description:** The Assistant Senior Patrol leader is the second-highest junior leader in the troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the troop.

**Reports To:** Senior Patrol Leader

**Duties:**

- Helps the Senior Patrol Leader lead meetings and activities
- Runs the Troop in the absence of the Senior Patrol Leader
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leaders' Council
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Patrol Leader

**Job Description:** Elected by the patrol to lead patrol meetings and activities.

**Reports To:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Appoint Assistant Patrol Leader who will function as Patrol Leader in his absence.
- Appoint Patrol Scribe who will maintain the Patrol Record Book, keep track of Patrol members attendance at Troop and Patrol meetings and outings and who will collect money from Patrol members for outings.
- Appoint Patrol Quartermaster who will keep track of all Patrol equipment between outings and who will supervise cleaning of that equipment after each outing.
- Represent Patrol at PLC meetings. Report back to Patrol on responsibilities for Troop meetings and outings.
- Plan and lead Patrol meetings and outings.
- Help any members of the Patrol with advancement through First Class, either by teaching the required skills or by setting up situations for meeting the requirements.
- Know the requirements for the Baden-Powell Patrol Award and work toward earning the award.

As Patrol Leader, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



## Assistant Patrol Leader

**Job Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the Patrol in his absence.

**Reports To:** Patrol Leader

### Duties:

- Helps the Patrol Leader plan and steer Patrol meetings and activities
- Helps his keep Patrol members informed
- Helps the Patrol get ready for all troop activities
- Represents his Patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend
- Lends a hand controlling the Patrol and building Patrol spirit
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit.



## Chaplain Aide

**Job Description:** The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblem program.

**Reports To:** Assistant Senior Patrol Leader

### Duties:

- Assists the Troop Chaplain with religious services at Troop activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during Troop program planning
- Helps plan for religious observance in Troop activities
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Troop Historian

**Job Description:** Appointed by the Senior Patrol Leader to document the history and activities of the Troop with reports, photos, and keepsakes

**Reports To:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Keep a journal of Troop events for historical purposes. Include photographs and maps when possible. Such a journal may be used by Scouts in future years to look back and know what kinds of things the Troop was doing. It can also be used for recruiting new Scouts.
- Maintain a Troop slide show for showing at the annual Troop Dinner and to Cub Scout Packs. Obtain photos from recent trips to keep the show current, removing photos from older trips.
- Gather as much history of the Troop as possible, in whatever form is available. Talk to former members of the Troop and record conversations. Collect pictures and other artifacts when available.
- Take care of Troop trophies, ribbons, and other awards.

As Troop Historian, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



## Instructor

**Job Description:** Appointed to serve as a resource for training in a Scout skill, either by providing the knowledge or arranging to have an expert available.

**Reports To:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Instruct members of the Troop in Scouting skills as needed.
- Work with the PLC in planning meeting programs, arranging for whatever materials may be needed.
- 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.
- When the Troop is working on a merit badge together, arrange for additional support as needed.
- Recruit merit badge counselors if unavailable within the Troop.

As Instructor, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



## Librarian

**Job Description:** Appointed by the Senior Patrol Leader to maintain useful records to aid in planning Troop activities and events.

**Reports to:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Keep an archive on places to go and trips the Troop has made. A short write-up of each past trip – indicating numbers to call for reservations, facilities, positive/negative things, etc. Also collect and catalog articles on potential places the Troop could go on outings. Provide this information to people planning future trips as requested.
- Keep a library of merit badge pamphlets and other Troop materials available for check out and use by Troop members and leaders. Keep track of who has what and be responsible for getting materials returned. ■Keep an inventory of all library materials.
- Keep an archive on all fund-raising activities similar to the outings archive.
- Keep an archive on all Troop special events -- including courts of honor, etc. -- with information on equipment needs, facilities, and ceremony scripts.

As Troop Librarian, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



## OA Troop Representative

**Job Description:** An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his Troop. In his Troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. Must be under 18 years old, an OA member in good standing, and appointed by the Senior Patrol Leader with Scoutmaster approval.

**Reports To:** Assistant Senior Patrol Leader

### Duties:

- Serves as a communication link between the 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.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation
- Shows Scout spirit



## Quartermaster

**Job Description:** The Quartermaster keeps track of Troop equipment and sees that it is in good working order.

**Reports To:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Keeps records on Patrol and Troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it's returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



## Troop Scribe

**Job Description:** The Scribe keeps accurate records of troop information and meetings, and serves as Secretary for communications outside the Troop.

**Reports To:** Senior Patrol Leader

### Duties:

- Keep Troop record book up-to-date. If not present at a meeting or outing, prearrange for another Scout to gather the information for recording later.
- 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.
- 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.
- Collect camping money for trips from Patrols, recording who has paid and passing the list and money onto the adult leader in charge of the trip.
- Keep the camping log up-to-date and monitor participation by Patrols so that the Troop qualifies for the National Camping Award.

As Troop Scribe, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



## Troop Guide

**Job Description:** The Guide works with new Scouts to ensure that they learn how to participate in the Troop, how to participate in their Patrol, and how to achieve early rank advancements.

**Reports To:** Senior Patrol Leader or an Assistant Senior Patrol Leader

### Duties:

- Work with the New Scout Patrol(s) to ensure that they learn how to participate in Scouting in our Troop.
- Train the new Scout Patrol Leaders in how to run a Patrol. Help them plan for all outings, including equipment lists, menu planning, etc.
- Help the new Scouts with advancement through First Class, either by teaching the required skills or by setting up situations for meeting the requirements.

As Troop Guide, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol Leader and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.

\*\* Must attend troop meetings and 4 of 6 campouts\*\*