

## **YOUTH LEADERHSIP POSITIONS**

This document outlines the youth leadership positions in the Troop and the basic responsibilities for each position. Each youth leader has the responsibility to:

- Set a good example
- Wear the Boy Scout uniform correctly
- Live by the Scout Oath and Scout Law
- Show and help develop Scout spirit

### **Senior Patrol Leader (SPL)**

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

**Duties:**

- Preside at all Troop meetings, events, activities and annual program planning conference
- Chair the Patrol Leaders' Council (PLC)
- Appoint other youth leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other youth leaders

### **Assistant Senior Patrol Leader (ASPL)**

**Job Description:** The Assistant Senior Patrol Leader is the second highest leaders in the Troop and is appointed by the SPL.

**Duties:**

- Help lead meetings and activities as called upon by the SPL
- Guide the Troop in the SPL's absence
- Perform tasks assigned by the SPL
- Functions as a member of the PLCI

### **Patrol Leader (PL)**

**Job Description:** The Patrol Leader is, in a sense, the SPL of his patrol. He is elected by the members of the patrol.

**Duties:**

- Plan and lead patrol meetings and activities
- Keep patrol informed.
- Assign each patrol member a task and help them succeed
- Represent the patrol at the PLC meetings and the annual program planning conference

- Prepare the patrol to take part in all troop activities
- Show and help develop patrol spirit
- Work with other youth leaders to make the troop run well
- Know what patrol members and other youth leaders can do

### **Assistant Patrol Leader (APL)**

**Job Description:** The Assistant Patrol Leader leads the patrol in the PL's absence.

**Duties:**

- Help the PL plan and lead patrol meetings and activities
- Help the PL to keep the patrol members informed
- Help the PL prepare the patrol to take part in all troop activities
- Represent the patrol at PLC meetings
- Act as Patrol Leader in his absence
- Work with other youth leaders to make the troop run well

### **Troop Guide**

**Job Description:** The Troop Guide introduces new Scouts to Troop operations and guides new Scouts through early Scouting activities.

**Duties:**

- Introduces new Scouts to Troop operations
- Guide new Scouts through early Scouting activities
- Shield new Scouts from harassment by older Scouts
- Help the new Scouts with advancement through First Class
- Coach the PL of the new Scout patrol on his duties
- Attend and work with the PL of the new Scout patrol at PLC meetings
- Coach individual Scouts on Scouting challenges
- Teach basic Scout skills

### **Scribe**

**Job Description:** The Scribe is in charge of keeping records and notes of PLC meetings as well as working with the treasurer as requested.

**Duties:**

- Attend PLC meetings and act as secretary for the PLC
- Record attendance and dues payments of all troop members as requested
- Work with the appropriate Troop committee members responsible for finance and records

- Handle correspondence appropriately

### **Quartermaster**

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

**Duties:**

- Keep records of the patrol and Troop equipment
- Make sure the equipment is in good working order
- Keep equipment storage area neat and clean
- Issue equipment and make sure it is returned in good order
- Suggest new or replacement items
- Works with the adult Quartermaster in charge of equipment

### **Instructor**

**Job Description:** The Instructor teaches scout skills.

**Duties:**

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- Instruct Scout skills as requested within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Scout Law
- Show and help develop Scout spirit

### **Order of the Arrow (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.

**Duties:**

- Serve as a communication link between the lodge or chapter and the Troop
- Encourage year round and resident camping in the Troop
- Encourage older Scout participation in high adventure programs
- Encourage Scouts to actively participate in community service projects
- Encourage 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.

## **Librarian**

**Job Description:** The librarian keeps track of Troop Merit Badge books.

**Duties:**

- Maintain a Troop library
- Keep an inventory of all library materials owned by the Troop
- Add new or replacement items as needed
- Have library materials available for borrowing at Troop meeting
- Maintain a system to check library materials in and out
- Follow up on late returns

## **Historian**

**Job Description:** The Troop Historian keeps a historical record or scrapbook of troop activities.

**Duties:**

- Gather pictures and facts about activities of the Troop and keep them in scrapbooks, wall displays or information files
- Take care of keepsakes, ribbons, awards and souvenirs of Troop activities
- Report on Troop activities at the Court of Honor

## **Den Chief**

**Job Description:** The Den Chief works with the Cub Scouts, Webelos Scouts and Den Leaders in the Cub Scout Pack.

**Duties:**

- Serve as the activities assistant at den meetings or other tasks requested by Den Leader
- Meet regularly with the Den Leader to review den and pack meeting plans
- If serving as Webelos Den Chief, help prepare boys to join Boy Scouting
- Project a positive image of Boy Scouting

## **Chaplain's Aide**

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

**Duties:**

- Keep Troop leaders apprised of religious holidays when planning activities

- Assist the Troop 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
- Help plan and lead religious observance in Troop activities
- Tell Scouts about the religious emblem program for their faith

### **Junior Assistant Scoutmaster (JASM)**

**Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. The JASM is appointed by the Scoutmaster because of his leadership ability.

**Duties:**

- Function as assistant Scoutmaster
- Accomplish the duties assigned by the Scoutmaster