



Junior Leader Job Description

Troop Scribe

Troop 225

INTRODUCTION: When you accepted 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 leader.

RESPONSIBLE TO: Assistant senior patrol leader

SPECIFIC DUTIES:

- Attend and keep a log of patrol leaders' council meetings
- Record attendance
- Insure that Advancements, Awards and other recognition are recorded in troop records.
- Publish promotional material regarding troop events.
- Set a good example.
- Wear the uniform correctly
- Live by the Scout Oath and Law.

Resources: As a troop scribe, 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. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- ✓ Boy Scout Handbook
- ✓ Junior Leader Handbook
- ✓ Scoutmaster Handbook
- ✓ Woods Wisdom, Troop Program Features
- ✓ Fieldbook
- ✓ Boy Scout Songbook
- ✓ Boy Scout Requirements
- ✓ Boys' Life
- ✓ Merit badge pamphlets
- ✓ Copy of troop rules and policies
- ✓ Patrol rosters
- ✓ Activity calendars (troop, district, schools)
- ✓ First Class tracking sheet
- ✓ Troop meeting planning sheets
- ✓ Campfire planning sheets
- ✓ WWW Links such as:
 - ✓ www.troop225.org (Troop 225 Homepage)
 - ✓ www.conestogagpc.org (Conestoga District Homepage)
 - ✓ www.gpc-bsa.org (Greater Pittsburgh Council Homepage)
 - ✓ www.macscouter.com (Misc. scouting links)