

TROOP 813 JUNIOR LEADER JOB DESCRIPTIONS

SENIOR PATROL LEADER (SPL) –

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

Reports To: The Scoutmaster/Assistant Scoutmaster.

Duties include:

- f* Runs all troop meetings, events, activities, program planning conferences, Patrol Leaders' Council Meetings.
 - f* Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
 - f* Assigns duties and responsibilities to junior leaders.
 - f* Assists Scoutmaster with Junior Leadership training.
 - f* Keeps all Patrol Leaders informed weekly of all meetings and special events by telephone & "E" mail in a timely manner prior to the event.
 - f* Keeps all scout families and Scouts informed via the internet of the monthly calendar of upcoming events.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 13

ASSISTANT SENIOR PATROL LEADER (ASPL) –

Job Description: The Assistant Senior Patrol Leader is the second- highest ranking 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 the 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: The Senior Patrol Leader.

Assistant Senior Patrol Leader(s) Duties:

- f* Helps the Senior Patrol Leader lead meetings and activities.
 - f* Runs the troop in the absence of the Senior Patrol Leader.
 - f* Helps train and supervise the troop junior leaders.
 - f* Serves as a member of the Patrol Leaders' Council.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 15

JUNIOR ASSISTANT SCOUTMASTER -

Job Description: The Junior Assistant Scoutmaster serves in the capacity of an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and is usually an Eagle Scout. He is appointed by the Scoutmaster because of leadership ability.'

Reports To: The Scoutmaster/Assistant Scoutmaster.

Junior Assistant Scoutmaster Duties:

- f* Functions as an Assistant Scoutmaster.
 - f* Performs duties as assigned by Scoutmaster.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 60

INSTRUCTORS -

Job Description: The Instructor teaches Scouting Skills. Must be a Star or above in rank.

Reports To: The Senior Patrol Leader/Assistant Senior Patrol Leader.

Troop Instructors Duties:

- f* Teaches basic Scouting skills in troop and patrols.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 62

TROOP GUIDE –

Job Description: The Troop Guide coaches the Patrol Leaders and works with new Scouts. He helps them feel comfortable and earn their First Class Rank in their first year. Must be a Star or above in rank.

Reports To: The Assistant Scoutmaster.

Troop Guide Duties:

- f* Introduces new Scouts to troop operations.
 - f* Guides new Scouts through early Scouting activities.
 - f* Shields new Scouts from harassment by older Scouts.
 - f* Helps new Scouts earn First Class in their first year.
 - f* Teaches basic Scout skills.
 - f* Coaches, instructs, evaluates and counsels the Patrol Leaders in their required duties as a Patrol Leader.
 - f* Coaches the Patrol Leader of the new Scout Patrol on his duties.
 - f* Works with the Patrol Leaders at Patrol Leaders' Council meetings.
 - f* Attends Patrol Leaders' council meetings with the Patrol Leader of the new Scout Patrol.
 - f* Assists the assistant Scoutmaster with training.
 - f* Counsels individual Scouts on Scouting challenges.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 57

TROOP QUARTERMASTER(S) -

Job Description: The Quartermaster(s) keeps track of troop equipment and sees that it is in good working order.

Reports To: The Assistant Senior Patrol Leader(s).

Quartermaster(s) Duties:

- f* Keeps records on patrol and troop equipment.
 - f* Makes sure equipment is in good working condition.
 - f* Issues equipment and makes sure it's returned in good condition.
 - f* Makes suggestions for new or replacement items.
 - f* Works with the troop committee member responsible for equipment.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 61

ASSISTANT TROOP QUARTERMASTER(S) - Fire Phoenix - Moosens - Screaming Eagles-

Duties: Keeps track of Patrol gear and makes sure it is well taken care of. Checks out Troop gear for the Patrol's use and makes sure it is returned clean and well cared for. (See Troop/Patrol Quartermaster duties.)

CHAPLIN'S AIDE –

Job Description: The Chaplain's Aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports To: The Assistant Senior Patrol Leader.

Chaplain Aide Duties:

- f* Assists the troop chaplain with religious services at troop activities.
 - f* Tells Scouts about the religious emblem program for their faith.
 - f* Makes sure religious holidays are considered during troop program planning.
 - f* Helps plan for religious observance in troop activities.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 62

TROOP SCRIBE–

Job Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps records of dues, advancement, and scout attendance at troop meetings.

Reports To: The Assistant Senior Patrol Leader.

Troop Scribe Duties:

- f* Attends and keeps log of Troop/Patrol Leaders' Council meetings.
 - f* Records individual Scout attendance and dues payment.
 - f* Records individual Scout advancement progress.
 - f* Works with the troop committee member responsible for records and finance.
 - f* Sets a good example.
 - f* Enthusiastically wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 60

DEN CHIEF -

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

Reports To: The Den Leader in the Pack and the Assistant Scoutmaster for the new Scout Patrol in the troop.

Den Chief Duties:

- f* Knows the purposes of Cub Scouting.
 - f* Helps Cub Scouts advance through Cub Scout ranks.
 - f* Encourages Cub Scouts to join a Boy Scout troop upon graduation.
 - f* Assists with activities in the den meetings and is a friend to the boys in the den.
 - f* Helps out with weekly den meetings and monthly pack meetings.
 - f* Meets with adult members of the Den, Pack, and Troop as necessary.
 - f* Sets the example.
 - f* Wears the Scout uniform correctly.
 - f* Lives by the Scout Oath and Law
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 77

LIBRARIAN –

Job Description: The Librarian takes care of troop literature.

Reports To: The Assistant Senior Patrol Leader.

Librarian Duties:

- f* Sets up and takes care of a troop library.
- f* Keeps records of books and pamphlets owned by the troop.
- f* Adds new or replacement items as needed.
- f* Keeps books and pamphlets available for borrowing.
- f* Keeps a system for checking books and pamphlets in and out.
- f* Follows up on late returns.
- f* Sets a good example
- f* Enthusiastically wears the Scout uniform correctly.
- f* Lives by the Scout Oath and Law.
- f* Shows Scout Spirit.

HISTORIAN –

Historian Duties: Keeps a historical record or scrapbook of troop activities and takes care of troop literature.

Reports To: The Assistant Senior Patrol Leader.

- f* Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- f* Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- f* Keeps information about former members of the troop.
- f* Sets a good example.
- f* Enthusiastically wears the Scout uniform correctly.
- f* Lives by the Scout Oath and Law.
- f* Shows Scout Spirit.

1996 Junior Leader Handbook, page 77

Note:

Sometimes a job will be for a short time -- like one campout, and sometimes it will be for an entire term. SHARING LEADERSHIP is what it's all about. It's important to remember that no one can do everything by himself. If you even try it will soon become overwhelming, and you will "burnout".

PATROL LEADER's (PL)– Fire Phoenix:

Moosens:

Screaming Eagles:

Job Description: The Patrol Leader is the elected leader of the patrol. He represents his patrol on the Patrol Leaders' Council.

Reports To: The Senior Patrol Leader and works under the guidance of the Troop Guide assigned to the patrol.

Patrol Leader Duties:

- f* Appoints the Assistant Patrol Leader.
 - f* Represents the patrol on the Patrol Leader's Council.
 - f* Plans and steers patrol meetings.
 - f* Helps Scouts advance (Knows what the members of his patrol need in order to advance!)
 - f* Acts as the chief recruiter of new Scouts to join the patrol.
 - f* Keeps all patrol members informed weekly of all meetings/special events by telephone in a timely manner prior to the event.
 - f* Knows what his patrol members can do and the special skills each has.
 - f* Sets the example.
 - f* Attends all Troop, Patrol meetings and Service Projects regularly.
 - f* Wears the uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 28

ASSISTANT PATROL LEADERS (APL) – Fire Phoenix:

; Moosens:

Screaming Eagles:

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

Reports To: The Patrol Leader.

Assistant Patrol Leader Duties:

- f* Helps the Patrol Leader plan and steer patrol meetings and activities.
 - f* Helps the patrol get ready for all Troop activities.
 - f* Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend.
 - f* Lends a hand controlling the patrol and building patrol spirit.
 - f* Sets a good example.
 - f* Wears the uniform correctly.
 - f* Lives by the Scout Oath and Law.
 - f* Shows Scout Spirit.
- 1996 Junior Leader Handbook, page 29

PATROL QUARTERMASTER(s) – Fire Phoenix -

Moosens -

Screaming Eagles:

Keeps track of patrol gear and makes sure it is well taken care of. Checks out Troop gear for the patrol's use and makes sure it is returned clean and well cared for.

PATROL SCRIBE - Must be someone who can do more than write neatly. The Scribe needs to keep a record of what happens at each patrol meeting -- the patrol Log. This record will help the patrol recall what decisions were made at the last Patrol Meeting and who agreed to do what. The Scribe also keeps attendance records and collects dues and other fees.

PATROL GRUBMASTER under guidance of the Patrol Leader takes charge of menu planning, food shopping, and making sure the patrol eats right.

PATROL CHEERMASTER's job is to keep the morale of the patrol high. He leads songs, yells, stunts, and campfire programs.

PATROL CHIEF COOK is assigned for Troop campouts. He gathers the food from the chow box and organizes cooking the meal. Sometimes he'll do this alone and sometimes he'll have one or two helpers. Either way, it's his job to make sure the meal is prepared well and on time. Every Scout in the Patrol should rotationally be assigned as a Chief Cook and specific Meal Cook, including the Patrol Leader and his Assistant.

1996 Junior Leader Handbook, page 31 – 36

BADEN-POWELL PATROL

If you really want evidence that YOUR patrol is a great patrol, then you'll want to go the extra mile" and earn the Baden-Powell Patrol Award. The award is special partly because it's named after Scouting's founder, Lord Robert Baden-Powell. But the really special part is that any patrol that earns the award will be getting the most it can out of Scouting. The award is an embroidered star worn beneath your patrol medallion, and it spotlights your patrol as one of the best. It's a challenge the guys can really get behind.

The award is given to patrols that complete the following requirements:

1. **SPIRIT** Have a patrol flag and rally around it. Put your patrol design on all your equipment. Use your patrol yell or cheer and patrol call. Keep patrol records up to date for 3 months.
2. **PATROL MEETINGS** Hold two patrol meetings each month for 3 months.
3. **HIKES, OUTDOOR ACTIVITIES, AND OTHER EVENTS** Take part in one of these within 3 months.
4. **GOOD TURNS OR SERVICE PROJECTS:** Do two patrol leaders' council-approved Good Turns or service projects within 3 months.
5. **ADVANCEMENT** Help two patrol members advance one rank during 3 months.
6. **UNIFORM** Wear the uniform correctly (at least 6 Scouts)
7. **PATROL LEADERS' COUNCIL** Represent the patrol during three patrol leaders' council meetings within 3 months

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