



Troop 165 Youth Leader Job Descriptions

Senior Patrol Leader

- Preside at all troop meetings, events, activities and annual program planning conference.
- Chair the patrol leaders' council.
- Appoint boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other youth leaders.
- Work with the Scoutmaster in training youth leaders.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.
- Assign each patrol member a task and help them succeed.
- Represent the patrol at all patrol leaders' council 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 troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.

Assistant Senior Patrol Leader

- Be responsible for training and giving direct leadership to the following appointed youth leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster and chaplain aide.
- Help lead meetings and activities as called upon by the senior patrol leader.
- Guide the troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Patrol Leader

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.

Assistant Patrol Leader

- Help the patrol leader plan and lead patrol meetings and activities.
- Help the patrol leader keep patrol members informed.
- Help the patrol leader prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Show and help develop patrol spirit.
- Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.

Troop Guide

- Introduce new Scouts to troop operations.
- Guide new Scouts through early Scouting activities.
- Shield new Scouts from harassment by older Scouts.

- Help new Scouts earn the First Class rank in their first year.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.
- Teach basic Scout skills.

Den Chief

- 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; help prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Order of the Arrow Troop Representative

- 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.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen to assume leadership positions in the troop.
- Encourage Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath, Scout Law and OA Obligation.
- Show and help develop Scout Spirit.

Librarian

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Quartermaster

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Scribe

- Attend and keep a log of patrol leaders' council meetings.
 - Record attendance and dues payments of all troop members.
 - Record advancement in troop records and on the Troop Team Advancement chart.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Work with the appropriate troop committee members responsible for finance, records and advancement.
 - Live by the Scout Oath and Law.
 - Show and help develop Scout Spirit.
 - Handle correspondence appropriately.
- Accomplish any duties assigned by the Scoutmaster.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law.
 - Show and help develop Scout Spirit.

Instructor

- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignments.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Chaplain Aide

- 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.
- Lead worship services on campouts.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Junior Assistant Scoutmaster

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).