



**JOB DESCRIPTION GUIDELINES**  
**of**  
**Youth Leadership in a Boy Scout Troop**

## **“Old Glory” Troop 499 elections are held in March and September of every year according to our Troop By-Laws**

### **SENIOR PATROL LEADER** (Troop elected position - 12 month term)

**Responsible To:** Scoutmaster

#### **Specific Duties:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council.
- Name appointed boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to youth leaders.
- Work with Scoutmaster in training youth leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **ASSISTANT SENIOR PATROL LEADER** (Appointed by SPL with approval of Scoutmaster - 12 month term)

**Responsible To:** Senior Patrol Leader

#### **Specific Duties:**

- Act as assistant for the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following youth leaders: troop scribe, librarian, historian and photographer, instructor, quartermaster, and chaplain's aide.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **PATROL LEADER** (Patrol elected position - 6 month term)

**Responsible To:** Senior Patrol Leader

#### **Specific Duties:**

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all patrol leader's council meetings and at the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other youth leaders can do.

- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **ASSISTANT PATROL LEADER** (Patrol elected position – 6 month term)

**Responsible To:** Patrol Leader

### **Specific Duties:**

- Assist the patrol leader in:
- planning and leading patrol meetings and activities.
- keeping patrol members informed.
- preparing your patrol to take part in all troop activities.
- Take weekly attendance of patrol attendance and provide to scribe.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **PATROL QUARTERMASTERS** (Patrol elected position – 6 month term)

**Responsible To:** Patrol Leader

### **Specific Duties:**

- Attend Quartermaster Council meetings.
- Under the guidance of the Troop Quartermaster:
- Keep records of patrol equipment.
- Keep patrol equipment in good repair.
- Issue patrol equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Assistant Scoutmaster responsible for equipment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **PATROL CHAPLAIN'S AIDES** (Patrol elected position – 6 month term)

**Responsible To:** Patrol Leader

### **Specific Duties:**

- Under guidance of the troop Chaplain's Aide, assist Chaplain or religious coordinator in meeting the religious needs of troop members while at activities.
- Encourage patrol saying grace at meals while camping or on activities.
- Set a good example.

- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **SCRIBE** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Attend and keep a log of patrol leaders' council meetings.
- Assist troop committee members in helping place records on troop website.
- Record attendance (with help from Assistant Patrol Leaders)
- Assist troop committee members responsible for finance, records, and advancement.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **LIBRARIAN** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- With Troop committee approval, add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Keep a system to check literature in and out.
- Follow up on late returns.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **HISTORIAN/PHOTOGRAPHER** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Take pictures at troop meetings and activities.
- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, on the troop website, or information files.
- Work with troop committee members to help place photographs on-line on troop website.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.

- Live by the Scout Oath and Law.

## **BUGLER** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Actively work on Bugler merit badge.
- Sound “Taps”, “Assembly” and “Reveillee” at troop camp-outs.
- Sound “Assembly” at weekly meetings.
- Learn “To the Colors” and “Retreat” for playing at flag ceremonies.
- Organize and play with Troop Bugle Corp at special events/programs.
- Maintain sheet music folder of bugle calls and patriotic music.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **TROOP QUARTERMASTER** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Guide the work of Patrol Quartermasters and preside at Quartermaster Council meetings.
- Keep records of troop equipment.
- Ensure troop equipment is kept in good repair.
- Issue troop equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Assistant Scoutmaster responsible for equipment.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **CHAPLAIN'S AIDE** (Troop elected position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Keep troop leaders apprised of religious holidays when planning activities.
- Guide Patrol Chaplain's Aides and preside over Chaplain's Aide Council.
- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while at activities.
- Encourage saying grace at meals while camping or on activities.
- Tell troop members about religious emblem program of their faith.
- Preside over closing prayer at troop meetings.
- Function as a member of the patrol leaders' council.
- Set a good example.

- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **ORDER OF THE ARROW REPRESENTATIVE** (Scoutmaster appointed position - 6 month term)

**Responsible To:** Assistant Senior Patrol Leader

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.

### **Specific 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

## **INSTRUCTOR** (Scoutmaster appointed position) (INCORPORATES OTHER DUTIES – SEE BELOW)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **INSTRUCTOR – FIREMAN** (Scoutmaster appointed position – 12 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Instruct Scouting skills as needed within the troop or patrols. (NEW)
- Prepare well in advance for each teaching assignment. (NEW)
- Help Scouts meet fire-building requirements through First Class.
- Help Scouts earn their Fireman's Chit award.

- Assist with fire-building instruction at Webelos Overnights.
- Obtain Fire Permits from local fire stations or Dept. of Forestry office.
- Oversea troop campfires at Courts of Honor.
- Assist with teaching Scouts about fire safety.
- Maintain an informational manual on fire-building and fire safety for troop.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **INSTRUCTOR – SPIRIT MEISTER** (Scoutmaster appointed position – 6-12 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Instruct Scouting skills as needed within the troop or patrols. (NEW)
- Prepare well in advance for each teaching assignment. (NEW)
- Encourage troop spirit through songs, patrol yells, skits, etc.
- Inform troop about service project opportunities.
- Assemble and/or maintain spirit book of songs and skits for the troop.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **INSTRUCTOR – MEDIC** (Scoutmaster appointed position - 12 month term)

**Responsible To:** Assistant Senior Patrol Leader

### **Specific Duties:**

- Instruct Scouting skills as needed within the troop or patrols. (NEW)
- Prepare well in advance for each teaching assignment. (NEW)
- Maintain troop First Aid Kit
- With Troop Committee approval, order new supplies as needed.
- Bring and carry first aid kit on all troop outings and events.
- Certify in CPR and receive First Aid Training
- Work on the Emergency Preparedness M.B. (NEW)
- Help Scouts meet first aid requirements through First Class.
- Assist with first aid instruction at Webelos Overnights.
- Assist with making sure all Scouts have updated ORANGE CARDS.
- Assist with monitoring expiration of Medical Forms on file with Troop, and issue alerts when their renewal is required. (NEW)
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **KEEPER OF “OLD GLORY”** (Scoutmaster appointed position - 6 month term)

(NO LONGER AVAILABLE)

**Responsible To:** Assistant Senior Patrol Leader

**Specific Duties:**

- House and maintain in good condition the “Old Glory” troop emblem with pedestal.
- Bring “Old Glory” to all Troop Courts of Honor and major troop events as requested.
- Update by attaching special plaques, awards, have new patrols attach their patrol symbol, have Eagle Scouts place their name in Eagle's Nest.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

**TROOP WEBMASTER** (New BSA leadership position – becomes official 1-1-2010)

Will replace: **JR. WEBMASTER and OAKATEK** positions (Scoutmaster appointed position - 12 month term)

**Responsible To:** Adult Webmaster of Technology Committee and/or Scoutmaster

**Specific Duties:**

- Develop the youth troop website with the guidance of the adult Webmaster and/or Scoutmaster, and with written parental approval.
- Ensure youth troop website projects a positive image of the troop and of Boy Scouting.
- Coordinate with, and instruct the Scribe, Historian/Photographer, and various unit members on need topics regarding posting material to the youth troop website, and assist with training sessions on use of site tools as needed.
- Ensures the website is as youth-run as possible
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

**DEN CHIEF** (Scoutmaster appointed and Cubmaster approved position - 12 month term)

**Responsible To:** Den Leader in the pack and the Assistant Scoutmaster for den chiefs.

**Specific Duties:**

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meetings plans.
- If serving as a Webelos den chief, prepare the boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



**TROOP GUIDE** (Scoutmaster appointed position – 6 month term, may be extended for additional 6 months as needed)

**Responsible To:** Assistant Scoutmaster - new Scout patrol

**Specific Duties:**

- Help Scouts meet advancement requirements through First Class.
- Advise new Scout patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol leader.
- Help Assistant Scoutmaster train new patrol leader when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

**LEAVE NO TRACE TRAINER** (New BSA leadership position – becomes official 1-1-2010) Details of job responsibilities are pending...

**JR. ASSISTANT SCOUTMASTER** (Scoutmaster appointed position)

**Responsible To:** Scoutmaster

**Job Description:**

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. It is recommended that he be an Eagle Scout or working on his Eagle rank; at least 16 years old, or have demonstrated responsible and sound maturity; and not yet be 18. He is appointed by the Scoutmaster because of his leadership ability.

**Specific Duties**

- Function as an assistant Scoutmaster.
- Perform duties as assigned by the Scoutmaster.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

**Updated 6-28-10 by Scoutmaster Nina Rettke**