

**TROOP 778**  
**JOB DESCRIPTIONS**  
**1/12/11**

Senior Patrol Leader (Reports to: Scoutmaster)

- Responsible for providing effective leadership to every Troop member and program.
- 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 other leaders.
- Work with the Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Senior Patrol Leader (Responsible to: Senior Patrol Leader) (Appointed)

- Be responsible for training and giving direct leadership to the following junior leaders: scribe, librarian, troop historian, instructor, quartermaster, and chaplain aide.
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- 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.

Troop Guide (Responsible to: Assistant Scoutmaster, new scout patrol) (Appointed)

- Helps Scouts meet advancement requirements through First Class.
- Advise patrol leader on his duties and his responsibilities at Patrol Leaders Council meetings.
- Attends Patrol Leaders' Council meetings with the new Scout Patrol Leader
- Prevent harassment of new Scouts by older Scouts.
- 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.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Instructor (Responsible to: Assistant Senior Patrol Leader) (Appointed)

- Instruct Scouting skills as needed with the troop or patrols.
- Prepare well in advance for each teaching assignment
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Order of the Arrow Troop Representative (Responsible to: Assistant Scoutmaster, OA)

- Serves as a communication link between the Lodge and 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.
- Represent all Order of the Arrow members at Patrol Leaders Council meetings.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in Lodge and Chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and Order of the Arrow Obligation.
- Demonstrate Scout spirit.

Patrol Leader (Responsible to: Senior Patrol Leader)

- 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 Leaders 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 leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Patrol Leader (Responsible to: Patrol Leader) (Appointed)

- Assist the Patrol Leader in
  - planning and leading patrol meetings and activities
  - keeping patrol members informed.
  - preparing patrol to take part in all troop activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at all patrol leader's 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.

Chaplain Aide (Responsible to: Assistant Senior Patrol Leader)

- Keep troop leaders appraised of religious holidays when planning activities.
- Assist 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.
- Tell troop members about religious emblem program of their faith.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Scribe (Responsible to: Assistant Senior Patrol Leader)

- Attend and keep a log of Patrol Leaders Council meetings.
- Record attendance and dues payment.
- Work with appropriate troop committee members responsible for finance, records and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Librarian (Responsible to: Assistant Senior Patrol Leader)

- Establish and maintain a troop library
  - keep records on literature owned by the troop.
  - add new or replacement items needed.
  - have literature available for borrowing at troop meetings.
  - keep system to check literature in and out.
  - follow up on late returns.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Historian (Responsible to: Assistant Senior Patrol Leader)

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

Troop Quartermaster (Responsible to Assistant Senior Patrol Leader)

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

Den Chief (Responsible to Scoutmaster) Appointed by Scoutmaster)

- Work with Cub Scouts, Webelos Scouts and Den Leaders in the Cub Scout Pack.
- Provide a knowledge of games and Scout skills that many Cub Leaders lack.
- Serve as a recruiter for the Troop.
- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through the Cub Scout ranks.
- Assists with activities in the den meetings.
- Assists at both weekly Den Meetings and monthly pack meetings.
- Wears the uniform correctly.
- Set a good example.
- Live by the Scout Oath and Law.

Junior Assistant Scoutmaster (Responsible to: Scoutmaster) (Appointed with Committee approval)

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.