

Troop Librarian

Scout Name: _____ Start Date: _____ End Date: _____

Signature: _____ (acknowledge understanding of the duties and expectations)

Introduction: When you accepted the position of Troop Librarian, you agreed to provide service and leadership 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 with an adult troop leader.

Responsible To: Assistant Senior Patrol Leader (ASPL)

Adult Coach: Assistant Scoutmaster – Junior Troop Leaders

Duties:

	Checkpoints					
Troop Library - Keep records on literature owned by the troop						
Troop Library – Maintain Merit Badge booklet list along with booklet publication date						
Troop Library - Add new or replacement items as needed						
Troop Library - Have literature available for borrowing at troop meetings - Expectation at 50% of all troop meetings						
Troop Library - Maintain a system for checking literature in and out						
Troop Library - Follow up on late returns to ensure materials are not lost - Supply a monthly list to Assistant Senior Patrol Leader						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

I = Needs Improvement / G = Good / E = Excelling

Resources: There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements, Merit Badge pamphlets