

Youth Leadership Positions Resource Guide



Scouts BSA Troop 214

Benson Memorial United Methodist Church

Raleigh, North Carolina

Impeesa District

Occoneechee Council

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Preface

This guide was written to help Scouts who have recently attained a new leadership position in Troop 214 to learn the duties and expectations for their new position. You can learn a lot just reading the section for your new role. You can learn even more by reading about the other leadership positions in the Troop and seeing how these positions fit together as a team. This Resource Guide also provides ideas on how to go above and beyond the basic expectations for your role and do an outstanding job. You are encouraged to “Do Your Best” and leave a reputation of excellence for your position. Additionally, a list of resources is provided for each position to help you when you have questions on how to master a skill, overcome a challenge, resolve a problem, or want additional ideas on how to improve your performance.

To **Do Your Best, Be Prepared**. This guide will help you be prepared.

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Note: Suggestions to improve future editions of this Resource Guide should be addressed to the Scoutmaster of Troop 214.

Notes on Rank Advancement

The ranks of Star, Life, and Eagle all require that the candidate fulfill a Troop leadership position to advance to that rank. Star rank requires at least 4 months of leadership; Life and Eagle require 6 months in a position for each rank. The following positions will fulfill the leadership requirements for Star and Life:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leader
- Instructor
- Troop Guide
- Den Chief
- Quartermaster
- Chaplain Aide
- Scribe
- Librarian
- Historian
- Bugler
- Junior Assistant Scoutmaster

All of the preceding positions except Bugler will fulfill the leadership requirements for advancement to Eagle. The Scoutmaster can approve other leadership positions, but, they must be approved **in advance**. Such leadership positions that have been approved in the past include Webmaster, Program Coordinator, and Campfire Coordinator. Don't hesitate to suggest ideas for nontraditional leadership positions, if there is something you would like to do that you believe will benefit the Troop.

Scouts should note and remember that they are likely to be asked during their Scoutmaster conferences and their boards of review what leadership positions they held, what they learned in the position, what they would do different in the future, and how they provided quality leadership. Eagle candidates are likely to be asked during Eagle boards of review how they provided "Eagle quality leadership", as expectations are much higher for Eagle. Scouts in all leadership positions are expected to do their best, to learn from their successes as well as their mistakes, and to explain how they met the requirements for their position.

What Is Leadership?

Leadership is a process of getting things done through people. The quarterback moves the team toward a touchdown. The Senior Patrol Leader guides the Troop on a campout. The mayor gets the people to support new policies to make the city better. These leaders get things done by working through people -- football players, Scouts, and ordinary citizens. They use the process of leadership to reach certain goals.

Leadership is not a science. So being a leader is an adventure because you can never be sure whether you will reach your goal -- at least this time. So leaders have to try again, trying different methods.

Leadership means responsibility. It's adventure and often fun, but it always means responsibility. The leader is the person the others look to to get the job done. So don't think your job as a Troop leader will be just an honor. It's more than that. The other Scouts expect you to take the responsibility for getting the job done. If you lead, they will do the job. If you don't, you may have to do the job all by yourself.

A Scouts BSA Troop is where boys and girls learn to be men and women. The Troop's leadership must foster an environment suitable for learning. As a Troop leader, you must set a good example. You must exemplify the qualities that you stand for. You should follow directions and be the first person to volunteer for any task that needs to be done. As a leader, many young men and women will look up to you, and whether consciously or not, they will emulate your behavior. If you set a good example by living the Scout Oath and Law, everything else will fall into place.

No leader ever finishes developing their skills, but, keep on trying to improve your skills at getting things done through people. Good luck learning how to lead and with those you will have a chance to lead.



Senior Patrol Leader (SPL)

Job Description:

The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the Troop. In Troop 214, SPL elections are typically held in early April, and the SPL serves for one year. Running for reelection is discouraged to give others a chance to be SPL.

Reports to: Scoutmaster

Senior Patrol Leader Duties:

- Preside at all Troop meetings, camping events, other activities, and the annual program planning conference.
- Chair the monthly Patrol Leaders' Council (PLC) meeting. Attend most if not all of the PLC meetings occurring during your service period.
- Appoint other Scouts to Troop leadership positions with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to the other youth leaders. Monitor their performance in carrying out their responsibilities, and coach them on improvement, sharing leadership and Scout skills on an informal, as needed basis.
- Delegation is the main job of the SPL. You have to know WHAT needs done so you can decide WHO has to do it. Balance the JOB with the GROUP.
- Assist the Scoutmaster in training youth leaders. Attend and help lead Troop Youth Leader Training.
- Delegate tasks to the Assistant Patrol Leader (ASPL). Makes sure an ASPL attends any meeting/function the SPL cannot attend (Troop meetings, PLC, camping events, etc.). Oversee the planning efforts of Scouts for all Troop campouts or other outings (whether you attend these events or not).
- Attend Troop meetings as much as possible. If you can't attend a meeting, make sure that you have informed the Scoutmaster prior to the meeting, and that you arrange for the Assistant Senior Patrol Leader, or in ASPL's absence, for another qualified person such as a former Senior Patrol Leader to be responsible for your meeting duties. Be sure to provide your replacement with an agenda and any relevant information they will need to know about the planned activities.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example as a Scout.
- Enthusiastically exhibit Scout spirit. Be friendly, courteous, kind and cheerful.
- Before becoming a Senior Patrol Leader, or as soon as possible thereafter, attend council youth leadership training.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.

How to Be Prepared and Do an Outstanding Job:

- Be prepared! Use the meeting planning outline with time schedule to prepare an agenda prior to each meeting. Ensure that the program section of the meeting ties in

with that month's activities. Know what needs to be accomplished at each meeting and who is responsible for each segment of the meeting. Call those responsible in advance to ensure that they are prepared.

- Similarly, day trips or weekend activities need an agenda or schedule, with responsible names assigned to each event. Equipment needs or other resources should be identified in advance and someone needs to make sure that arrangements are made so the right resources will be in the right place at the right time. Make sure that the program committee planning the event has used the Troop's camping planning checklist by asking to look at the planning checklist in advance.
- Keep meetings on schedule – this is your job not the Scoutmaster's.
- Keep meetings and activities fun. Be a cheer master! Don't be afraid to be silly to keep the Troop entertained. Throw in a few jokes occasionally.
- Make sure your other leaders are prepared for Troop or PLC meetings (youth leaders or adults!). Contact them prior to the meeting to ensure they are prepared.
- Help your other youth leaders do their best! Discuss their job duties with them to ensure that they know their job and coach them as needed.
- Give lots of positive feedback and encouragement.
- To be a good leader, know what kind of leader you want to be. Think about leaders that you have known, including Patrol Leaders, Senior Patrol Leaders, Scoutmasters, whomever. Think for a while about what you liked about them and what you didn't like. Think of the times when you thought, "when I'm in charge, there's no way I'm going to do that" or "I can do that better." Then build your own leadership style, emulating what you liked in others, and avoiding what you didn't like.
- Read The Senior Patrol Leader Handbook. It's very helpful, and has lots of good advice for a Senior Patrol Leader. Pay close attention to Chapter 5 "Leading the Troop Beyond the Meeting Room", and Chapter 6, "How to Be a Good Senior Patrol Leader."
- Read Chapter 10 of the Junior Leader Handbook entitled "Planning is the Key." This chapter gives advice and ideas on how to plan Scouting events. (This book is no longer in print, but, the Troop has copies.)
- Read Chapter 11 of the Junior Leader Handbook entitled "Leadership Begins with a Question." This chapter has great advice on essential leadership skills such as communications, conflict resolution and finding common ground, identifying individual and group needs, and helping others succeed. (This book is no longer in print, but, the Troop has copies.)
- Remember, you should not do it all yourself; your job is to recognize what needs to be done, and see that the appropriate person does it. Use your Assistant Senior Patrol Leader, your Patrol Leaders, and your other youth leaders. This helps them grow and learn which makes to whole team stronger.
- The job of a leader is not to directly lead all activities. A good leader is someone who helps others do and become more than they ever thought possible. Leadership is about unlocking potential, whether individual potential or that of the Troop. It is not about telling others what to do, but, to inspire them to see what they are capable of, motivating them to do it, and helping them get there. Leadership is helping others, or the Troop, to achieve their best.
- Assist with Eagle service projects.
- Use all of your resources, and think broadly on what or who these resources might be. See the list below for some ideas. You can use your people resources better if you know

who they are, and their strengths, as well as their weaknesses. So always observe and note different people's strengths and weaknesses.

- Look out for the younger Scouts. Prevent harassment of new Scouts by other Scouts. Encourage the new Scouts to do their best, advance, and get the most out of Scouting.
- Consult with your Scoutmaster and your Assistant Senior Patrol Leader for feedback on how you are doing and for good ideas.
- At least once a month, take a few moments to reflect on how you and the Troop are doing. What are the Troop's needs? Are the Scouts advancing? Are they having fun? Is the Troop growing or shrinking? What should be done to improve the Troop? How are you performing as Senior Patrol Leader? What should you work on? Are you accomplishing your goals? Are your Troop leaders doing their jobs? What do they need to work on to grow and to improve?
- Attend Council Youth Leadership Training (CYLT). Ask your Scoutmaster or visit the Council website for information. Note that the Troop has traditionally paid half of the course fee.
- After attending CYLT, try to attend the National Youth Leadership Instructor Training course (NYLIT) at Philmont. It's a wonderful place to go, you'll have a great time, and you'll learn a lot. You will be a much better Troop leader if you attend, but be aware that a condition of attending is making a commitment to work at the next Council Youth Leadership Training course. Traditionally, Troop 214 has paid half of the course costs, including transportation; inquire in advance to see if this program is still available.

Resources:

- Your Scoutmaster and the Assistant Scoutmasters.
- Former Senior Patrol Leaders.
- Your Assistant Senior Patrol Leader and your Patrol Leaders.
- The Troop Committee and, specifically, the Troop Committee Chairman. They'll be glad to help – that's part of their role.
- Scouts BSA Handbook.
- Senior Patrol Leader Handbook.
- Junior Leader Handbook (this book is no longer in print, but the Troop has copies).
- Boys' Life.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just search for what you are looking for.



Assistant Senior Patrol Leader (ASPL)

Job Description:

The Assistant Senior Patrol Leader is the second highest ranking youth leader in the Troop. The ASPL is appointed by the Senior Patrol Leader with the approval of the Scoutmaster, and serves for one year. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. The Assistant Senior Patrol Leader also provides leadership to other youth leaders in the Troop.

Reports to: Senior Patrol Leader

Assistant Senior Patrol Leader Duties:

- Take over Troop leadership in the absence of the Senior Patrol Leader.
- Train and give direct leadership to the following appointed junior leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster and Chaplain Aide. Support them when they need assistance or guidance. Coach them as needed to help them improve.
- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Perform tasks assigned by the Senior Patrol Leader or the Scoutmaster.
- Serve as a member of the Patrol Leaders' Council (PLC). Attend most if not all of the PLC meetings occurring during your service period.
- Attend as many of each type of Troop event as possible during your service period.
- Attend Troop meetings as much as possible. If you can't attend a meeting, make sure that you have informed the Senior Patrol Leader prior to the meeting and that you arrange for another qualified person to be responsible for your meeting duties.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Your primary duty is to assist the Senior Patrol Leader and to be prepared to step in for the SPL at a moment's notice. That means you have to know how to do the SPL's job! To learn the SPL's job, observe the SPL and the Scoutmaster carefully at meetings and events. Afterwards, if you have questions about how or why the SPL did something, discuss it with the SPL. Also, read carefully the preceding section of this guide on the Senior Patrol Leader's duties and how the SPL can do an outstanding job. Ask your Senior Patrol Leader to help you, if there are parts you need help with.
- Your secondary duty is to train and lead the Scribe, Librarian, Troop Historian, Instructor, Quartermaster and Chaplain Aide. Make sure you know what their duties are and how they should be performed. Start by reading the sections of this guide for those positions. Then check with them at meetings to see what and how they are doing

and what they may need help with. Are they prepared? Check with the Senior Patrol Leader, who may have directions or ideas on what the SPL thinks these youth leaders should be doing.

- Help your youth leaders do their best! Discuss their job duties with them to ensure that they know their job, and coach them as needed. Give lots of positive feedback and encouragement.
- Know and represent the viewpoints of your youth leaders at the PLC meetings.
- Be the Senior Patrol Leader's invaluable assistant, adviser, and confidant. Help the SPL achieve their goals. Make suggestions to the SPL on matters such as programs, youth leaders who may be struggling with their roles, or other Troop needs. This will help you prepare to be Senior Patrol Leader, if that is a position that you desire.
- Set an example of "following the leader" to encourage others to do so. Be an assistant to the SPL, not an adversary.
- To be a good leader, you have to know what kind of leader you want to be. Think about leaders that you have known, including Patrol Leaders, Senior Patrol Leaders, Scoutmasters, whomever. Think for a while about what you liked about them and what you didn't like. Think of the times when you thought, "when I'm in charge, there's no way I'm going to do that" or "I can do that better." Then build your own leadership style, emulating what you liked in others, and avoiding what you didn't like.
- Read The Senior Patrol Leader Handbook. It's very helpful, and has lots of good advice for a Senior Patrol Leader or an Assistant Senior Patrol Leader. Pay close attention to Chapter 5 "Leading the Troop Beyond the Meeting Room", and Chapter 6, "How to Be a Good Senior Patrol Leader."
- Read Chapter 10 of the Junior Leader Handbook entitled "Planning is the Key." This chapter gives advice and ideas on how to plan Scouting events. (This book is no longer in print, but the Troop has copies.).
- Assist with Eagle service projects.
- Consult with your Senior Patrol Leader and your Scoutmaster for feedback on how you are doing and for good ideas.
- Attend Council Youth Leadership Training. Ask your Scoutmaster or visit the Council website for information. Note that the Troop has traditionally paid half of the course fee.
- At least once a month, take a few moments to reflect on how you and the Troop are doing. What are the Troop's needs? Are the Scouts advancing? Are they having fun? Is the Troop growing or shrinking? What should be done to improve the Troop? Are your Troop Guides, Instructors, Scribe, Historian and other appointed leaders doing their jobs? What do they need to work on to grow and to improve? How are you performing as Assistant Senior Patrol Leader? What should you work on? Are you accomplishing your goals?

Resources:

- Your Senior Patrol Leader, the Scoutmaster, and the Assistant Scoutmasters.
- Former Senior Patrol Leaders.
- The Troop Committee.
- Scouts BSA Handbook.
- Senior Patrol Leader Handbook.
- Junior Leader Handbook (this book is no longer in print, but the Troop has copies.).

- Boys' Life.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just search for what you are looking for.



Troop Quartermaster

Job Description:

The Troop Quartermaster keeps track of Troop equipment and sees that it is in good working order. The Quartermaster is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Troop Quartermaster Duties:

- Store and keep track of all Troop equipment. Keep an inventory of all Troop and patrol equipment.
- Issue equipment for outings. The Quartermaster must show up at the Scout Hut at least 20 minutes prior to scheduled meeting times for campout departures.
- Be responsible for checking equipment back in upon return. Make sure that returned equipment is clean and in good order or that it is repaired, if not.
- Upon returning from campouts, the Quartermaster must be prepared to stay until all Troop equipment has been properly returned, inspected, cleaned and stored.
- ***If you cannot be present during campout departures and returns, make arrangements for someone else to take care of the Troop equipment.***
- Report to the PLC and to the Quartermaster advisor on the status of the equipment and items that need to be replaced or repaired. Make suggestions for new or replacement items.
- Work with the Patrol Leaders to ensure that all patrol equipment is being maintained properly.
- Work with the patrols to keep equipment in good repair.
- Train Scouts in the proper methods of usage and care for the Troop equipment.
- With assistance from Senior Patrol Leader, oversee the annual redistribution of patrol equipment so that each Patrol has a fair share of equipment based on the make-up of the patrols each year.
- Work with the adult leader responsible for equipment.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

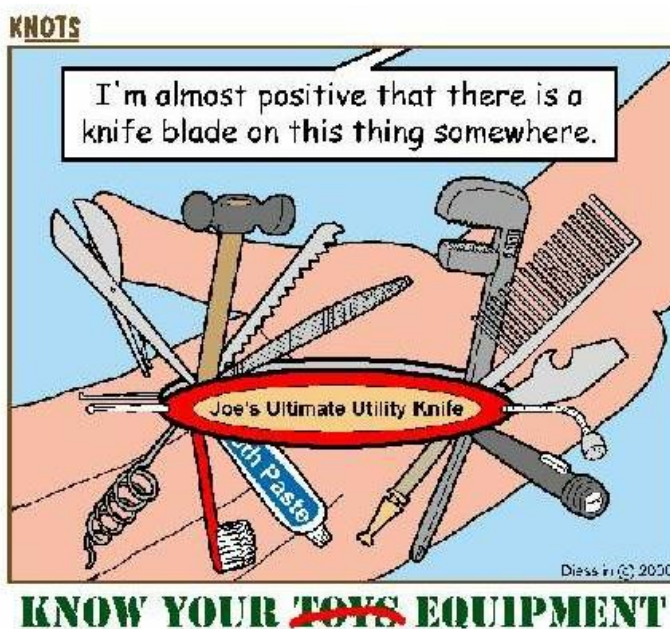
How to Be Prepared and Do an Outstanding Job:

- Learn all about the various types of camping and other Troop equipment and how to properly use, clean, repair, and maintain it.
- Train others in the Troop on how to properly use, clean, repair, and maintain the Troop's equipment. Hold sessions on camping trips or in Troop meetings, potentially for the Troop, the A Team, or the first year Scouts.

- If the inventory records of all Troop and patrol equipment are missing or out-of-date, work with the Troop leadership and patrols to take or update this inventory. Put the inventory results in a database or spreadsheet to make it easier to update, and to prepare checklists for checking items in or out, and so missing items can be easily spotted.
- Assist with Eagle service projects.

Resources:

- The Assistant Scoutmaster or Troop Committee Member in charge of equipment.
- Scouts BSA Handbook.
- BSA Fieldbook.
- Troop 214's Resource Guide for Scouts and Parents has a section on camping equipment. Appendix C has a list of Scouting-related links on the Web, and Appendix G has a suggested shopping list for personal equipment.
- Internet. There's a lot of information to be found using search engines such as Google. <http://www.macscouter.com/Outfitters/OutdoorsOutfitters.html> provides a list of possible equipment vendors.



KNOTS cartoon used with permission from Richard Diesslin



Troop Scribe

Job Description:

The Troop Scribe records the activities of the Patrol Leaders' Council (PLC) and keeps a record of Scout attendance at Troop meetings. The Troop Scribe assists in keeping the Troop records. The Troop Scribe is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Troop Scribe Duties:

- Act as recording secretary for Patrol Leaders' Council meetings, keeping attendance and a record of items discussed. In particular, note agreed-upon action items and who is responsible for each action item.
- Based on the discussions, prepare summaries of Troop plans & activities and distribute to the Patrol Leaders.
- Distribute the minutes of the prior PLC meeting at the next subsequent meeting.
- Other Scribe duties may include:
 - Record attendance at Troop outings, and provide the data to the adult leader responsible for that outing to help ensure that the Scouts who attended get credit for camping nights, service hours, etc.
 - Assist the Troop Committee Member responsible for Troop records and advancement.
 - Coordinate the preparation and publication of a Troop newsletter.
 - Write letters on behalf of the Troop -- letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events, and to Webelos who visit the Troop.
 - Some letters may be written at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to PLC or Troop meetings whenever possible to be approved before mailing and so that the Troop is aware of what correspondence is being mailed on its behalf.
 - A file of all such correspondence is to be kept by the Scribe.
- Attend Troop meetings as much as possible. If you can't attend a meeting, make sure that you have informed the Senior Patrol Leader or Assistant Senior Patrol Leader prior to the meeting and that you arrange for another qualified person to be responsible for your meeting duties.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Wear the Scout uniform correctly.

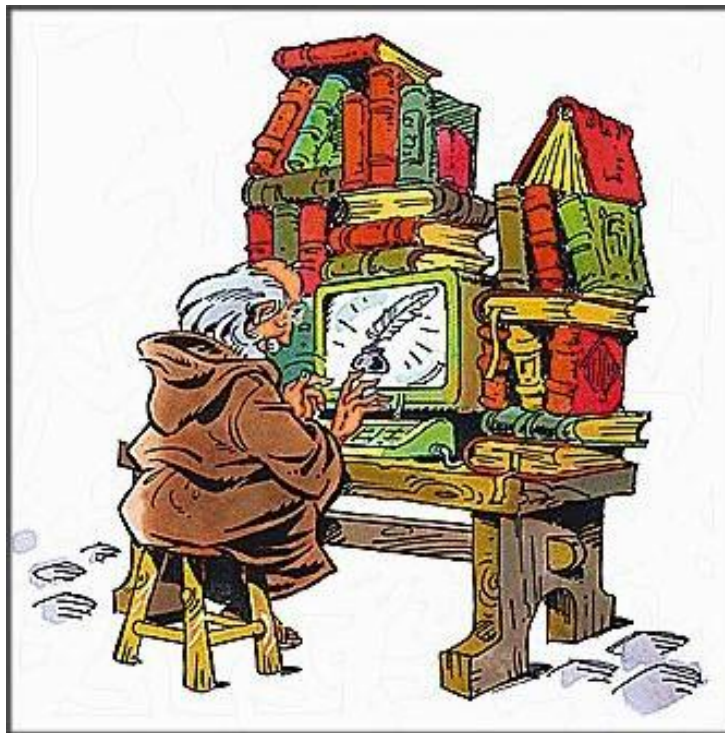
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Write newsletters for the Troop that review recent events, accomplishments, advancements, and advises the Troop of upcoming events such as campouts, workdays, conservation projects, district and council events, etc. A good Troop newsletter keeps everyone informed and can help motivate the other Scouts by providing new ideas and promoting healthy competition.
 - There are many good examples of Scout newsletters on the Web. Additionally, there are many good Scouts BSA photos, logos or other graphics that can be very useful for newsletters, correspondence, or other communications.
- Work with the Scout and adult leader responsible for the Troop's website to keep it up to date and exciting.
- Assist with Eagle service projects.

Resources:

- Troop Committee Secretary.
- Troop Committee Newsletter Coordinator.
- Scoutmaster and Assistant Scoutmasters.
- Internet.





Troop Guide

Job Description:

To work actively with new Scouts, the Troop Guides introduce new Scouts to Troop operations and help them feel comfortable in the Troop. The primary objective of the Troop Guide is to help new Scouts earn their advancement requirements through First Class. They are appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Senior Patrol Leader

Troop Guide Duties:

- Attend Patrol Leaders Council (PLC) meetings. Work with the PLC in planning meeting programs, particularly for new Scouts, arranging for whatever activities, materials, or instructors that may be needed.
- Prevent harassment of new Scouts by any other Scouts.
- Work with Assistant Scoutmaster for new Scouts to improve the new Scout program.
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- Instruct (or arrange instruction) wood tools safety and fire safety promptly after Scouts join the Troop to help them earn their Totin' Chip and their Fireman's Chit.
- Help new Scouts progress to First Class as quick as possible, ideally in a year or less. Help Troop Instructors or other older Scouts train new Scouts. Teach basic Scout skills to the new Scouts. Help arrange events for skills and training they need to advance.
- Attend Troop meetings as much as possible. If you can't attend the meeting, make sure that you have informed the Senior Patrol Leader prior to the meeting, and that you arrange for someone else, such as another Troop Guide, former Troop Guide, or Troop Instructor to be responsible for the training session for the new Scouts.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.
- Attend Troop Junior Leadership Training.

How to Be Prepared and Do an Outstanding Job:

- Review all of the requirements in the Scouts BSA Handbook for advancement to Tenderfoot, Second Class and First Class. This will remind you what the new Scouts are expected to learn and will help you prepare to train them. Brush up on your Scout skills as needed.
- Be Prepared! Plan your training sessions to be held during the Troop Meetings well in advance. Know what you want to accomplish before you get there, and have any training materials set up and ready to go, so when it's time for your session, you get right into it, and no time is lost.

- Prior to the Troop meeting or other activity, think through what message you want to convey to the Scouts and how you should say it, so, you can make your presentation clearly and concisely. Practice out loud prior to the meeting. This helps you make a clear presentation that holds their attention and will make you a better speaker.
- Being prepared, starting your session up immediately, having a plan for what you want to accomplish and having a practiced presentation all work together to keep the attention of the young Scouts and maximizes their involvement in the session.
- Knowing what needs to be taught is as important as knowing how to teach. Observe the Scouts carefully and note areas where their skills are weak. Check with the Troop Instructor, Assistant Scoutmaster for new Scouts, and the Advancement Chair of the Troop Committee to find out what instruction is needed.
- Think up different ways to teach Scouting skills in fun ways. Make up games to help Scouts learn the new skills. Consider making the games competitive, such as the patrols or other groups competing against each other.
- Make sure you are proficient in the skills you are teaching. Refresh your knowledge if necessary.
- Know the difference between knowing how to perform a skill and how to teach it, which is quite different. Try to remember when you learned a skill that you are trying to teach, and what parts of learning were hard for you. Then try to learn how you overcame the obstacles and mastered the skill. Knowing the little ways in which you overcame the difficult portions and then figuring out how to explain those tips to others will go a long way to helping you be an excellent instructor.
- Know the proper method to teach skills:
 - Explain the skill.
 - Demonstrate the skill.
 - Let the Scouts try the skill.
- Constructively review the results and lessons learned, and repeat.

Resources:

- Senior Patrol Leader.
- Assistant Scoutmaster for new Scouts.
- Former Troop Guides.
- Troop Instructors.
- Scouts BSA Handbook.
- Troop 214's Resource Guide for Scouts and Parents.





Instructor

Job Description:

The Instructor teaches Scouting skills. The Instructor is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Instructor Duties:

- Instruct Scouting skills as needed within the Troop or patrols.
- Work with the Troop Guide(s) and Patrol Leaders in setting up learning situations for the new Scouts to work on Scouting skills and advancement.
- Recruit additional help such as adults with special skills or knowledge when appropriate. For example, you may want to use adult trainers to teach Safe Swim Defense and/or Safety Afloat, both of which are required for advancement. Similarly, adult civic leaders are needed for the Second Class requirement to discuss your responsibilities as a citizen; you can arrange for a visit *to* the Troop meetings, or you can arrange a visit by the Scouts *to* the civic leader.
- When groups are working on a merit badge, arrange for additional support as needed. With the assistance of the Scoutmaster, Troop Committee or other adult leaders, recruit merit badge counselors, if needed.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Prepare well in advance for each teaching assignment.
- Attend Patrol Leaders Council (PLC) meetings. Work with the PLC in planning meeting programs, arranging for whatever materials or activities may be needed.
- Assist with Eagle service projects.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Knowing what needs to be taught is as important as knowing how to teach. Observe the Scouts carefully and note areas where their skills are weak. Check with the Troop Guides and Assistant Scoutmaster for new Scouts to find out what instruction is needed.
- Think up different ways to teach Scouting skills in fun ways. Make up games to help Scouts learn the new skills. Consider making the games competitive, such as the patrols or other groups competing against each other.
- Make sure you are proficient in the skills you are teaching. Refresh your knowledge if necessary.

- Understand the difference between knowing how to perform a skill and how to teach it, which is quite different. Try to remember when you learned a skill that you are trying to teach, and what parts of learning were hard for you. Then try to learn how you overcame the obstacles and mastered the skill. Knowing the little ways in which you overcame the difficult portions, and then figuring out how to explain those tips to others will go a long way to helping you be an excellent instructor.
- Know the proper method to teach skills:
 - Explain the skill.
 - Demonstrate the skill.
 - Let the Scouts try the skill.
 - Constructively review the results and lessons learned and repeat.
- Review all of the requirements in the Scouts BSA Handbook for advancement to Tenderfoot, Second Class and First Class. This will remind you what new Scouts are expected to learn and will help you prepare to train them. Brush up on your Scout skills as needed.
- Be Prepared! Plan your training sessions to be held during the Troop Meetings well in advance. Know what you want to accomplish before you get there, and have any training materials set up and ready to go, so when it's time for your session, you get right into it, and no time is lost.
- Prior to the Troop meeting or other activity, think through what message you want to convey to the Scouts and how you should say it, so you can make your presentation clearly and concisely. Practice out loud prior to the meeting. This helps you make a clear presentation that holds their attention, and will make you a better speaker.
- Being prepared, starting your session up immediately, having a plan for what you want to accomplish, and having a practiced presentation all work together to keep the attention of the young Scouts and maximizes their involvement in the session.

Resources:

- Senior Patrol Leader and Assistant Senior Patrol Leader.
- Assistant Scoutmaster for new Scouts.
- Current or former Troop Instructors or Troop Guides.
- Troop Committee Members
- Scouts BSA Handbook – It's especially good for refreshing your basic Scout skills.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just use a search engine to find what you are looking for.



Bugler

Job Description:

The Bugler plays the bugle (or other instrument) at Troop ceremonies, campouts, or other events. The Bugler is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Bugler Duties:

- Play bugle (or other instrument) as requested by Troop leadership.
- Play taps during closing ceremonies.
- Play reveille or other tunes to wake the Troop on campouts.

How to Be Prepared and Do an Outstanding Job:

- The bugle is the traditional Scouts BSA musical instrument, but, you can play almost any other instrument you choose. Any alternate instrument should be easily portable and not require electricity, so, you can take it on campouts and other Troop events. Clarinets, coronets, flutes, saxophones, and harmonicas can all work well.
- Look for and learn other songs or tunes that can work well with Scouting events. Try fun or lively songs that can be used at Courts of Honor, campfires, or other similar activities to liven up and put some energy or humor into the event.
- Enlist the assistance of others to join you. If they don't know how to play, get them to sing!
- Make it fun! Make it memorable! Think of creative, innovative places, times, and ways to play that will enhance Scouting events or activities. Take your harmonica on a hike. Play your clarinet to announce dinner at a campout. Dare to be different!
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Enthusiastically show Scout spirit.

Resources:

- Former buglers can teach instruments, songs, and be a source of good ideas.
- Your Senior Patrol Leader, Scoutmaster, and Assistant Scoutmasters, especially, if they are musically inclined.
- Your music teacher.
- Internet, which has an amazing amount of information on music as well as Scouting.



Librarian

Job Description:

The Librarian takes care of Troop literature, documents, and other reference materials. The Librarian is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Librarian Duties:

- Establish and take care of the Troop library.
 - Keep an inventory of all library materials owned by the Troop.
 - Add new or replacement items as needed.
 - Keep books and pamphlets available for borrowing at Troop meetings.
 - Maintain a system for checking books and pamphlets in and out. Keep track of who has what, and follow up on late returns.
- Research and recommend new publications for the Troop library, as well as any items that need to be repaired or replaced.
- Set a good example.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Keep an archive on places to go and trips the Troop has made. Prepare a short write-up of each trip -- indicating numbers to call for reservations, facilities, positive/negative aspects, etc.
- Collect and catalog articles on potential places the Troop could go on outings. Provide this information to people planning future trips as requested.
- Keep an archive on all fund-raising activities similar to the outings archive.
- Keep an archive on all Troop special events -- including Courts of Honor, etc. -- with information on equipment needs, facilities, and ceremony scripts.
- Maintain a list of useful Internet websites for Scouting, camping equipment, summer camps, and other items of interest to Scouting, with a description of what each site is useful or notable for, and publish this list on the Troop website.

Resources:

- Your Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters.
- Former Librarians.
- Troop Committee Members, especially the secretary and the newsletter chair.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just use a search engine to find what you are looking for



Historian

Job Description:

The Historian keeps a historical record or scrapbook of Troop activities. The Historian is appointed by the SPL, usually for a term of 6 months and may be reappointed.

Reports to: Assistant Senior Patrol Leader

Historian Duties:

- Gather pictures and facts about past Troop activities and keeps them in scrapbooks, wall displays or informational (historical) files.
- Take care of Troop trophies, ribbons, and souvenirs of Troop activities.
- Keep a journal of Troop events for historical purposes. Include reports of each outing or activity and document with photographs and maps when possible.
 - This journal should be made available at each Court of Honor so that Troop members may review it.
 - Scouts in future years can use this journal to look back and know what the Troop was doing. A journal can also be used for recruiting new Scouts.
- Gather as much history of the Troop as possible, in whatever form is available. Talk to former members of the Troop and record conversations on tape. Collect pictures and other artifacts when available, and prepare in presentable format for viewing by the Troop.
- Keep contact data and other information of interest about former members of the Troop.
- Set a good example.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

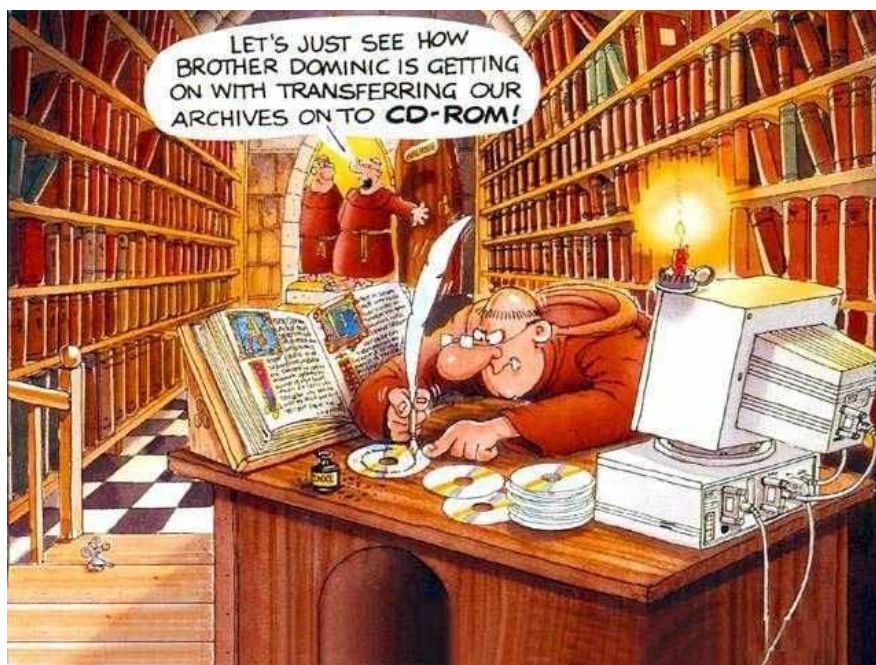
How to Be Prepared and Do an Outstanding Job:

- Prepare and maintain a Troop slide show(s) or PowerPoint presentation for showing at Courts of Honor and to Cub Scout Packs. Obtain slides from recent trips to keep the show current, removing slides from older trips and returning them to their owners.
- Prepare poster boards with pictures from Troop campouts, stream cleanups, Eagle service projects, and other activities. Label the posters with names, dates, location, and other relevant information about the events so viewers who weren't there or don't know the participants can relate to the poster years later.
- Record impressions from Scouts, both positive and negative, shortly after attending summer camps while their memories are fresh, and organize and/or summarize these impressions. This information will help the Troop choose summer camps in later years.
- Interview various Troop leaders to find out interesting perspectives, styles, hobbies, likes and dislikes, lesson learned, Scouting experience, etc. Take photos of them in action at Troop events. Find interesting ways to document and preserve your conversations.

- Coordinate with the Librarian and Scribe to share different sources of information and to discuss different ways to preserve and share such information.
- Use various forms of media for preserving and sharing, such as posters, sound, slide shows, PowerPoint presentations, digital photos, camcorders, etc.
- Assist with Eagle service projects, and record the events in pictures and words.

Resources:

- Former Historians.
- Former Scouts in the Troop.
- Scribes, Librarians, or former Scouts in those positions.
- Scoutmaster or Assistant Scoutmasters, as well as former Scoutmasters or Assistant Scoutmasters, especially those that have been with the Troop for several years.
- Troop Committee Members, notably the secretary and the newsletter chair, and those that have been with the Troop for several years.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just use a search engine to find what you are looking for.



OA Troop Representative

Job Description:



An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and the Troop. In the Troop, the OA Troop Representative serves as a communication and programmatic link to the Arrowmen, and to the Scouts and adult leaders who are not members of the Order. By showing Scout spirit, and living by the Scout Law and OA Obligation, the OA Troop Representative enhances the image of the Order as a service arm to the Troop and strengthens the mission of the lodge and purpose of the Order. The OA Troop Representative is appointed by the Senior Patrol Leader, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader

OA Troop Representative Duties:

- 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 the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Attend Troop meetings and OA chapter meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Assist with Eagle service projects.
- Wear the Scout uniform correctly.
- Live by the Scout Oath, Scout Law and OA Obligation.
- Enthusiastically shows Scout spirit.

OA Troop Representative Qualifications:

- Under 18 years old.
- Appointed by Senior Patrol Leader with Scoutmaster approval.
- OA Member in good standing.

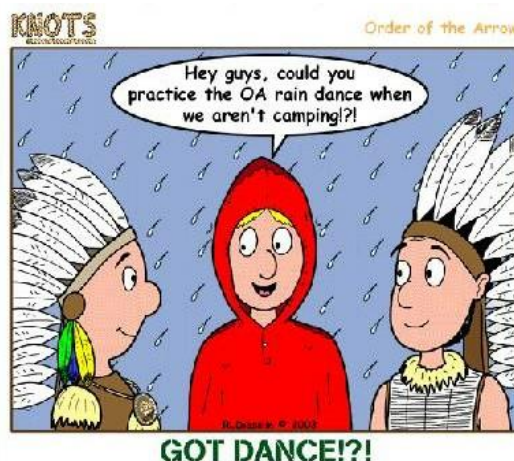
How to Be Prepared and Do an Outstanding Job:

- Communicate all chapter and lodge events to the other OA members of your Troop. Use a variety of methods to communicate, such as verbal presentations at Troop meetings, handouts, emails, etc.

- Invite and encourage the OA members in your Troop to come to OA chapter meetings and lodge events such as Fall Fellowship, Spring Inductions, etc.
- Tell Scouts about the Order and encourage them to meet the eligibility requirements so they can get selected.
- Demonstrate the Order's commitment to cheerful service by actively participating in the leadership of the Troop and by attending as many Eagle service projects, stream cleanups, Troop workdays, advancement days and other similar Troop events as possible.
- Stay active in the OA – lead by example.
- Attend Lodge Leadership Development.
- Keep a written record of all Troop 214 attendees (Scouts and adults) at OA camping or training events or service projects, and provide a copy promptly to the Troop Committee records chair so their participation can be entered in the Troop's activity database (TroopMaster) so the participants can get credit (these events count towards camping merit badge and to service requirements for rank advancement).

Resources:

- Your chapter chief and chapter officers.
- Your chapter adult adviser.
- Lodge officers.
- Lodge website.
- OA Handbook.
- Former OA representatives.
- Scoutmaster and Assistant Scoutmasters.



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Den Chief

Job Description:

The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout Pack to help Cubs be better Scouts and to make the transition to Scouts BSA. The Den Chief also is a key representative of the Troop to the Cub Scouts in the Pack, and a critical element in recruiting Webelos into the Troop. Den Chiefs are appointed by the Senior Patrol Leader and Scoutmaster, and may serve as long as their Den Leader wants them to, progressing as the Cubs in the appointed Den advance through Webelos. If you are doing a good job, the Den Leader will usually want you to serve at least a year.

Reports to: Den Leader in the Pack and Assistant Scoutmaster for new Scouts in the Troop.

Den Chief Duties:

- 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 Webelos to join Scouts BSA.
- Project a positive image of Scouts BSA.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Scouts BSA Troop, preferably Troop 214, upon graduation.
- Help out at weekly Den meetings and monthly Pack meetings. Attend as many Den and Pack meetings as possible.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Be a friend to the Cubs in the Den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Ask your Den Leaders what you need to do to help your Den, then, do your best to help them. Den Leaders may not know how you can help them, so, let them know how you can help. Try suggesting games or other activities that we've done in the Troop that may be applicable to the Den. Don't bring activities, electronic games, toys, pets, or other items to the meetings without discussing it first with your Den Leader, as such activities can be very distracting, if not planned.
- Always tell your Den Leader in advance if you cannot attend a meeting or call them, if you don't know in advance. Den Leaders rely on you to assist them and they need to know, if you aren't going to be there.

- Attend Den Chief training programs hosted by the Occoneechee Council (ask your Scoutmaster for details or look at the Training Calendar at www.ocscouts.org).
- Be a good example for the Scouts BSA program and for the Troop. Live by the Scout Law and Oath by being prepared, and by being helpful, courteous and kind.
- Help your Cubs to stay focused on the task at hand during the meetings. When they are not paying attention, are interrupting, or are being distracting, encourage them to stop and go back to what they should be doing. Don't be a bad example by cutting up or misbehaving, or by laughing or otherwise encouraging them when they cutting up.
- When participating in Den activities, remember that your primary role is to help the Cubs.
- Don't get so caught up in participating in the activity yourself that you forget to lead and help.
- Attend Pack meetings and do whatever you can to help.
- Be prepared with short activity such as knots, games, cheers, songs, etc. in case there is a short period of unplanned time during the meetings.
- When working with Webelos, help them learn the Scout Law, Oath, Motto, and Slogan as well as basic Scout skills such as knots that they will need. Explain to them how a Troop is a Scout-run organization and how this differs from Webelos.
- Help the Webelos earn their Arrow of Light award.
- Invite the Webelos to attend appropriate Troop activities and campouts (Webelos participation needs to be approved in advance by the Scoutmaster). Make sure they know necessary details such as place, time, costs, and equipment they need to bring. Encourage them to join Troop 214 by telling them about fun Troop activities such as water and snow skiing, kayaking, climbing, summer camp, hiking, backpacking, etc.

Resources:

- Troop Guides.
- Instructors.
- Former Den Chiefs.
- Assistant Scoutmaster for new Scouts.
- Your Den Leaders.
- Cubmaster.
- Den Chief Handbook (it usually comes with Den Chief training course, and is available at the Occoneechee Council Scout Shop).
- Tiger, Wolf, Bear, and Webelos Cub Scout Books.
- Cub Scout games, activities, and songbooks (check the Occoneechee Council Scout Shop or with your Den Leaders).



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Chaplain Aide

Job Description:

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the Troop. The Chaplain Aide also works to promote the religious emblems program. The Chaplain Aide is appointed by the SPL, usually for a term of 6 months, and may be reappointed.

Reports to: Assistant Senior Patrol Leader and works with the Chaplain.

Chaplain Aide Duties:

- Keep Troop leader apprised 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 Scouts about the religious emblem program for their faith.
- Help plan for religious observance in Troop activities.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Be Prepared with a nondenominational worship service for Troop Campouts.
- If you can't attend the Troop campout, enlist someone else to coordinate the service.
- The Troop has a Chaplain's Aide box containing several short worship services appropriate for Scouting events. Borrow it, review the contents, and use it.
- Improve on the services in the Chaplain Aide's box and develop some services of your own that interesting or unusual. For example, learn and host a Native American service.

Resources:

- Troop Chaplain.
- The Pastor at Benson Memorial United Methodist Church.
- Your own religious leader.
- Scoutmaster or Assistant Scoutmasters.
- Troop Committee Members.
- Former Chaplain Aides.
- Chaplain Aide's box (see Scoutmaster or the prior Chaplain's Aide).
- Eagles Soaring High - Trail Worship for Christians, Muslims and Jews. (Available from the National High Adventure Bases such as Philmont).
- The Gospel of the Redman (a short, interesting book available at the Council Scout Shop).



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. The Junior Assistant Scoutmaster must be at least 16 years old and not yet 18 and be an Eagle Scout. The Junior Assistant Scoutmaster is appointed by the Scoutmaster because of the demonstrated leadership ability.

Reports to: Scoutmaster

Junior Assistant Scoutmaster Duties:

- 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.
- Attend as many PLC and Troop meetings as possible during your service period.
- Attend as many of each type of Troop event as possible during your service period.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Attend and actively participate in Troop events.
- Practice good leadership skills and methods.
- Assist the Scoutmaster in whatever assignments or duties assigned to you.
- Use your experience to assist the Senior Patrol Leader in running the Troop, but remember that you should not do, interfere with, or take over the Senior Patrol Leader's job.
- Help with training the Scouts in Scouts skills and methods. Participate in training events such as Troop or Council Junior Leader Training.
- Help with Eagle service projects.
- Lead by example. Continue to work on your own advancement, such as Eagle Palms or other awards.
- Review and reflect on how the Troop is performing and how it could improve. Make suggestions to the Senior Patrol Leader and/or Scoutmaster as appropriate, and help implement agreed upon actions.

Resources:

- Scoutmaster and Assistant Scoutmasters.
- Scoutmaster Handbook.
- Scouts BSA Handbook.



Patrol Leader

Job Description:

The Patrol Leader is elected by the Scouts in the patrol and leads the patrol. The Patrol Leader serves for a term of six months.

Reports to: Senior Patrol Leader

Patrol Leader 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 Leaders' Council (PLC) meetings and at the annual program planning conference.
- Prepare the patrol to take part in all Troop activities.
- Develop patrol spirit.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Work with other Troop leaders to make the Troop run well.
- Know what patrol members and other leaders can do.
- Set the example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- To plan and lead patrol meetings well, you have to be prepared. Time spent preparing for patrol meetings will be repaid many times over. Think about what has to be covered, and in what order it should be discussed, doing the most important items first in case you run out of time. When possible, prepare an outline in advance – it will help you to formulate and clarify your thoughts.
- Communicate, Communicate, Communicate! Learn how to get and give information clearly so everyone understands. The first step in communications is being a good listener. Taking notes at the PLC meetings or other Troop events will help you cover the important points and organize your thoughts. Keep your patrol members informed.
- To be a good leader, you have to know what kind of leader you want to be. Think about leaders that you have known, including Patrol Leaders, Senior Patrol Leaders, Scoutmasters, whomever. Think for a while about what you liked about them and what you didn't like. Think of the times when you thought, "when I'm in charge, there's no way I'm going to do that" or "I can do that better." Then build your own leadership style, emulating what you liked in others, and avoiding what you didn't like.

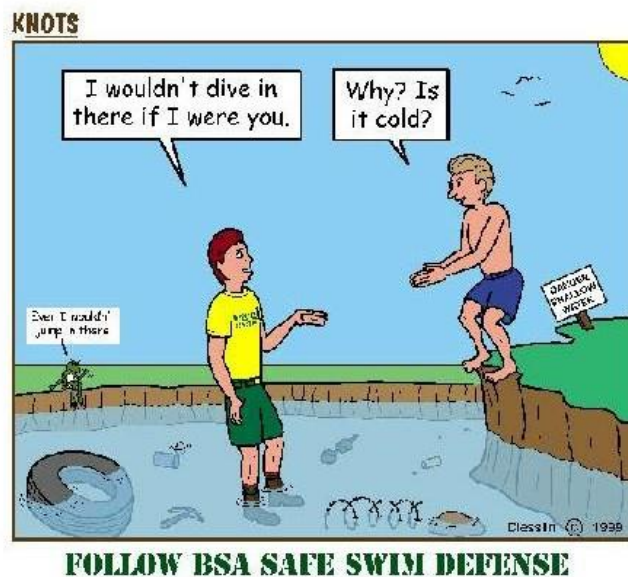
- Prepare the duty roster for campouts in advance so everyone in the patrol knows who is responsible for what.
- Be fair in making assignments for duty rosters and other activities. Don't play favorites.
- Consider the advancement needs of the Scouts in your patrol when making assignments.
- To represent your patrol members at the PLC, you have to know their viewpoints. Try to get patrol's feelings BEFORE going to the PLC. This is similar to Congress and you are the Congressman!
- Help your other patrol members to do their best! Discuss their job duties with them to ensure that they know their job, and coach them as needed.
- Observe the Scouts in your patrol to get to know them and their individual strengths and weaknesses. Then try to use those with certain strengths to help the others improve. For example, have an older Scout help younger Scouts in the patrol learn the skills they need to advance.
- Give lots of positive feedback and encouragement.
- Find out what your patrol members need to advance and help them achieve their goals. For example, some requirements for advancement include being a Patrol Grubmaster, knowing how to cook on a campout and what utensils and tools to use, and serving as cook patrol. Help your patrol members get the opportunity by asking them what they need and assigning these tasks to them for upcoming campouts. Talk to the Troop Guides, Instructors, Senior Patrol Leader and/or Scoutmasters when your team members need events that are best arranged by the PLC such as five-mile hikes or orienteering courses.
- Encourage your patrol to win the National Honor Patrol Award. This will create a good deal of teamwork and patrol spirit, and will help you develop your skills as a Patrol Leader. The requirements for this Award are listed on page 23 of the Scouts BSA Handbook.
- Read The Patrol Leader Handbook. It's very helpful and has lots of good advice for a Patrol.
- Leader. Pay close attention to Chapter 5, "Leading Patrol Activities", and Chapter 6, "Being a Good Leader".
- Read Chapter 10 of the Junior Leader Handbook entitled "Planning is the Key." This chapter gives advice and ideas on how to plan Scouting events. (This book is no longer in print, but the Troop has copies).
- Read Chapter 11 of the Junior Leader Handbook entitled "Leadership Begins with a Question". This chapter has great advice on essential leadership skills such as communications, conflict resolution and finding common ground, identifying individual and group needs and helping others succeed. (This book is no longer in print, but the Troop has copies).
- Remember, you should not do it all yourself; your job is to recognize what needs to be done, and see that the appropriate person does it. This helps the other patrol members grow and learn which makes to whole team stronger.
- The job of a leader is not to directly lead all activities. A good leader is someone who helps others do and become more than they ever thought possible. Leadership is about unlocking potential whether individual potential or that of the Troop. It is not about telling others what to do, but, inspiring them to see what they are capable of, motivating them to do it and helping them get there. Leadership is helping others, or the patrol as a whole, to do their best.
- Use all of your resources, and think broadly on who or what these resources might be. See the following list of resources for some ideas. You can use your people resources better if

you know who they are, and their strengths, as well as their weaknesses. So always observe and note your patrol members' strengths and weaknesses.

- Look out for the little Scouts, and prevent harassment of new Scouts by other Scouts. Encourage the new Scouts to do their best, advance, and get the most out of Scouting.
- Consult with your Scoutmaster and your Senior Patrol Leader for feedback on how you are doing and for good ideas.

Resources:

- Your Senior Patrol Leader, Assistant Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters.
- Former Patrol Leaders and fellow Patrol Leaders.
- Troop Committee Members.
- Patrol Leader Handbook, especially the section on "Being a Good Leader".
- Senior Patrol Leader Handbook.
- Scouts BSA Handbook.
- Boys' Life.
- Internet. There's a tremendous amount of useful information on Scouting on the web. Just search for what you are looking for.



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Assistant Patrol Leader

Job Description:

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in Patrol Leader's absence. The Assistant Patrol Leader usually serves for a term of 6 months, and may be reappointed.

Reports to: Patrol Leader

Assistant Patrol Leader 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.
 - Steering patrol meetings and activities.
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other Troop leaders to make the Troop run well.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Help develop patrol spirit.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Your first duty is to assist the Patrol Leader and to be prepared to step in for Patrol Leader at a moment's notice. That means you have to know how to do the Patrol Leader's job! To learn the Patrol Leader's job, observe the Patrol Leader carefully at meetings and events. Afterwards, if you have questions about how or why the Patrol Leader did something, discuss it with the Patrol Leader. Also, read carefully the preceding section of this guide on the Patrol Leader's duties and how the Patrol Leader can do an outstanding job. Ask your Patrol Leader to help you, if there are parts you need help with.
- Help your fellow patrol members do their best! Discuss their duties with them and coach them as needed.
- Give lots of positive feedback and encouragement.
- Be the Patrol Leader's best friend and adviser. Help the Patrol Leader reach the objectives. Make suggestions to the Patrol Leader on matters such as assignments to help patrol members advance, Scouts who may be struggling with their roles or other patrol needs. This will help you prepare to be Patrol Leader.
- Read The Patrol Leader Handbook. It's very helpful, and has lots of good advice for a Patrol Leader or an Assistant Patrol Leader. Pay close attention to Chapter 5, "Leading Patrol Activities", and Chapter 6, "Being a Good Leader".

- Consult with your Patrol Leader and your Scoutmaster for feedback on how you are doing and for good ideas.

Resources:

- Your Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, Scoutmaster and Assistant Scoutmasters.
- Former Patrol Leaders and fellow Patrol Leaders.
- Patrol Leader Handbook, especially the section on “Being a Good Leader”.
- Scouts BSA Handbook.
- Boys’ Life.
- Internet. There’s a tremendous amount of useful information on Scouting on the web. Just search for what you are looking for.



Patrol Grubmaster

Job Description:

The Grubmaster is appointed by the Patrol Leader and shops for food for campouts and similar Troop or patrol events. Duties rotate with each outing.

Reports to: Patrol Leader

Grubmaster Duties:

- See that the patrol eats proper, nutritional food.
- Buy food for the campout based on the menus and recipes chosen by the patrol.
- Buy thriftily.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Attend Troop meetings as much as possible.
- Attend as many of each type of Troop event as possible during your service period.
- Enthusiastically show Scout spirit.

How to Be Prepared and Do an Outstanding Job:

- Read Appendix E –Guidelines for Grubmasters in Troop 214’s Resource Guide for Scouts and Parents.
- The following guidelines are some hints that have been collected from years of experience. If you have other ideas or suggestions, pass them on so they can be added to this list.
 1. You are not required to buy food for anyone who has not given you money by the Monday prior to the trip. You may, if you wish, buy food for someone who asks for extra time, or says they will pay you when we meet to leave, if they have a good reason why they have not paid, but this is up to you. A Scout is kind, but a Scout is also thrifty.
 2. Get a copy of the recipe for anything that requires multiple ingredients and calculate what you need based on the number of Scouts you’re buying for. Some recipes for 4 servings may have to be doubled if you’re cooking for eight, or multiplied by 1.5 if you’re cooking for 6.
 3. Check what the Troop has left over in the Quartermaster area. We usually have lots of oatmeal and hot chocolate, along with pancake syrup and peanut butter. Other items, such as charcoal, mustard and ketchup, etc., may also be available.
 4. Remember to buy ice, charcoal, aluminum foil, paper towels, etc., if you need it. Some supplies are kept in the Quartermaster area or in your chuck box, but, don’t assume there will be enough unless you check there first. Extra plastic bags are always useful and may sometimes be found in the Quartermaster building.
 5. Do not buy sodas or other soft drinks in cans or bottles. Approved drinks: Juices, milk, Gatorade mix (not premade), and Kool-Aid mix. Buy the minimum amount you need for the trip (for example, orange juice for breakfast, and milk for cereal or cooking). Water is often better for you and reduces what you have to carry.

6. Do not buy already cooked foods or freeze-dried food unless absolutely necessary. They are much more expensive. Only buy freeze-dried food for backpacking trips or for special treats.
7. If you can, buy store brands, as they are usually less expensive. Buy bulk amounts instead of individual servings when possible. For example, a big bag of chips is much cheaper than buying a box of individual bags for everyone.
8. Try to prepare foods at home as much as possible. It is much easier to chop carrots and onions at home than on the campout. You can store them in zip lock bags in the refrigerator before you leave.
9. Freeze foods that will allow it if you know you won't need them right away on the trip. For example, make hamburger into patties and freeze them in double plastic bags prior to leaving on the trip.
10. Remember to include spices (salt, pepper, cinnamon, sugar, etc.) and condiments (such as butter and syrup for pancakes, mayonnaise and mustard for sandwiches).
11. Remember that many items need no refrigeration until they are opened, but will spoil in a short time once opened if not kept cold. Some items, like mustard, syrup, and peanut butter will last a long time at room temperature. Mayonnaise and most salad dressings will spoil quickly if not kept cold.
12. Remember that the ice in coolers will melt gradually and create a water bath in the bottom of the cooler. Using an old plastic milk carton filled with water and then frozen helps keep the ice from melting into a pool in your cooler. Any food that might be damaged by water should be protected in heavy-duty zip lock bags.
13. Make a list of the cooking gear you will need. For example, do you need the Dutch oven for a cobbler, or just pots for boiling water? Do you need a charcoal starter (chimney), or will you cook on gas stoves? Give the list to your Patrol Quartermaster so the Patrol Quartermaster gets all the right stuff from the Quartermaster storage area.
14. Try to stick to your budget. If you spend less, that's great as long as you have enough food for everyone. If you have to spend more in order to get the food required, you can ask all members of the patrol to chip in to pay the difference. But if you go over by too much, you may be asked to explain why you spent so much. If you have a disagreement, the SPL should help you and the patrol work out your differences.
15. This is your job, not your parents. Don't change the menu just because your parents think that they know what your patrol should eat. However, you may get some good advice from your parents as they probably have lots of experience with certain foods and recipes. Your job is to provide for the patrol based on the money they give you and the menu they helped plan.

Resources:

- Your Patrol Leader, Assistant Patrol Leader, Instructor, Troop Guide or just about any experienced Scout.
- The Patrol Planning for Campouts section of Troop 214's Resource Guide for Scouts and Parents.