

# Troop Guide

**Job Description:** The Troop Guide works with the new Scouts. He helps them feel comfortable and earn their First Class rank in their first year. He reports to the Assistant Scoutmaster Guide Advisor.

## Troop Guide Duties:

- Introduces the new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Shields the new Scouts from harassment by older Scouts
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new Scout patrol on his duties
- Works with the patrol leader at patrol leaders' council meetings
- Attends patrol leaders' council meetings with the patrol leader of the new Scout patrol
- Assists the assistant Scoutmaster of new Scouts with training Patrol members of the New Scout Patrol
- Counsels individual Scouts on Scout challenges
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

**Introduction:** When you accepted the position of Troop Guide, you agreed to provide service and leadership in our Troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a Troop Guide in Troop 156. As a Troop Guide you will be challenged to your fullest capabilities. The adult leadership has faith in your leadership abilities, but will constantly be striving to improve those abilities. Your selection and acceptance of this Troop position represents the acceptance of a contract. A contract indicating that you understand your responsibilities and will constantly strive to live up to your Job Description. Good Luck and Congratulations.

## Troop Procedure:

- For each Scout who is not yet First Class, the Troop Guide must be sure to obtain the following information: (1) Their names, addresses, and phone numbers; (2) Their complete rank status, specifically, which requirements they have met and which they still need for Tenderfoot, Second Class, and First Class.
- The Troop requirement approval process consists of a skill instructional period followed by a testing period that should be performed no earlier than one day after the skill instructional period. For example, skills taught at meetings should be tested and signed off at the following meeting. Any skills taught on Scout outings

may be tested the following day or at the next Troop meeting. Under no circumstances should a skill be taught and immediately signed off!

- During Troop meetings, the Troop Guide is responsible for working with the New Scout Patrol during the skill and Patrol meeting sections. During skills at Troop meetings the Troop Guide is always to remain with the New Scout Patrol regardless of whether or not he is the primary instructor. Another member of the Troop who is knowledgeable in a specific skill can conduct any skills taught to the New Scout Patrol. During any free time at meetings and on weekends, the Troop Guide is responsible for working on advancement with all New Scouts.
- The Troop 156 Advancement Board is to be completed and updated weekly by the Troop Guide. When a skill is tested, the Troop Guide checks off the Advancement Board for that individual with a pencil mark. When the skill is retested the following week and is successfully completed, the Troop Guide will sign off the Scouts book and Advancement Board in pen. In addition, a monthly book review will be conducted to cross-reference any indiscrepancies pertaining to the Advancement Board. The Troop Guide is responsible for knowing the status of all New Scouts at all times.
- During skill sessions, the Troop Guide is responsible for having all materials on hand for the planned new Scout skill. If particular equipment is needed he should contact the Troop Quartermaster and arrange for the materials to be on hand prior to the start of the meeting. At no time should the Troop Guide or Quartermaster be walking over to the Troop Equipment Garage/Trailer at 7:05 PM when the skill should have already been started. After all equipment has been used it is to be replaced in its proper location. In addition to meetings, the Troop Guide is required to have all materials needed for weekend outings in order to conduct the skill instructional period.
- The Troop Guide is ultimately the person in charge of planning and developing a New Scout program. At all Patrol Leaders' Council Meetings, the Troop Guide is to provide the Assistant Scoutmaster Guide Advisor with a one-page summary detailing the skills, materials, and instructors that will be conducting the skill session during the month at Troop meetings. In addition, the Wednesday meeting prior to a weekend outing, the Troop Guide is to prepare a requirement summary for the weekend indicating which requirements are going to be worked on during the weekend, what materials will be needed, and who will be instructing those skill periods. After all weekends, the Troop Guide must provide the Assistant Scoutmaster with a verbal report of how the skill periods went over the weekend accompanied with an Advancement sheet that will be used to update the Advancement Board.
- A Troop Guide's work with the New Scout Patrol will not be limited to time at Troop meetings and campouts. For those Scouts in the Patrol that have fallen behind, it is your responsibility to call them and arrange a time frame with them on any requirements that the other Scouts in the Patrol have already met. Please understand that your acceptance of the position of Troop Guide is a full-time Troop position that requires the same consideration as a full-time job. It is your responsibility to keep your records up-to-date and to file the appropriate advancement reports in order to insure that your records match those of the Troop.

If you are unable to attend a Troop meeting or other Scouting activity it is your responsibility to contact the Assistant Scoutmaster Guide Advisor. Ultimately, it is your responsibility to provide the Assistant Scoutmaster with a replacement who will be covering your skill sessions when you are unavailable.

- As Troop Guide, you are ultimately responsible for making sure that the New Scout Patrol operates as any other Patrol would in the Troop. While the Senior Patrol Leader and adults will hold a training session with New Scout Patrol Leader, you are responsible for understanding the Patrol Job Description and Personal Goals and insuring that they are followed through.

**Resources:** As a Troop Guide there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmaster, and Troop Committee Members. Troop 156 offers a wealth of Scouting knowledge ranging from years of experience to literature to Internet resources. Please, take advantage of these abundant resources in order to better carry out your Troop position.

- Boy Scout Handbook
- Junior Leader Handbook
- Field book
- Boys' Life
- Troop and Patrol Rosters
- Activity Calendars
- Campfire planner sheets
- BSA Equipment Catalog