



## Junior Leader Descriptions

### Responsible to

Assistant Scoutmaster of new-Scout patrol and Senior Patrol Leader

### Specific Duties

- Introduce new Scouts to Troop operations.
- guide new Scouts through early Scouting activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Teach basic Scout skills.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at PLC meetings.
- Attend PLC meetings with the patrol leader of the new-Scout patrol.
- Assist the Assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.



## Troop Guide

### Responsible to

Assistant Senior Patrol Leader

### Specific Duties

- Gather pictures and facts about past activities of the troop and keep them in a scrapbook, wall displays or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Ensure that photos are taken of EACH troop outing, campout, function.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.
- Show and help develop Scout spirit.



## Troop Historian




## Junior Leader Descriptions

**Responsible to**  
Assistant Senior Patrol Leader

### Specific Duties

- Serve as a communication link between the lodge and 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 lodge and chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.



*Order of the Arrow  
Troop Representative*

**Responsible to**  
Assistant Senior Patrol Leader

### Specific Duties

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.
- Show and help develop Scout spirit.



*Troop Librarian*



## Junior Leader Descriptions



### Troop Quartermaster

**Responsible to**  
Assistant Senior Patrol Leader

#### Specific Duties

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

**Responsible to**  
Assistant Senior Patrol Leader

#### Specific Duties

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records with the Advancement Committee members assistance.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.



### Scribe

**Responsible to**  
Assistant Senior Patrol Leader

#### Specific Duties

- Instruct Scouting skills as needed within the troop or patrol.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.
- Show and help develop Scout spirit.



### Troop Instructor




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 Junior Leader Descriptions
**Responsible to**

Assistant Senior Patrol Leader and works with the Troop Chaplain

**Specific Duties**

- Keep troop leaders appraised of religious holidays when planning activities.
- Assist the troop 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.
- Organize worship services with the Troop Chaplain.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.

**Responsible to**

Assistant Scout Master of new-Scout patrol

**Specific 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 boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the Scout uniform correctly.
- Live the Scout Oath and Law.
- Show and help develop Scout spirit.



*Chaplain Aide*



*Den Chief*