



SENIOR PATROL LEADER

Position Description

The Senior Patrol Leader is responsible for the following:

- Leads troop youth leadership and boys to accomplish troop goals and commitments.
- Encourages boys to be active at troop meetings and on troop outings.
- Encourages boys and youth leaders to advance in rank, advance in troop leadership.
- Encourages boys to learn scout skills and teach skills to others.
- Ensures that ASPL's have tools they need to do their respective jobs.
- Encourages participation in troop activities by setting the example and attending most troop activities
- Ensures meetings and outings are fun, and worthwhile.
- Preside over PLC Meetings
- Have excellent attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster

Date

Scout

Date

Goals completed, leadership approved _____ Date _____

Scoutmaster



PATROL LEADER

Position Description

The Patrol Leader is responsible for the following:

- 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.
- Prepares 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 the example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster _____ Date _____ Scout _____ Date _____
Goals completed, leadership approved _____ Date _____
Scoutmaster



ASPL CAMPING

Position Description

The ASPL of Camping is responsible for the following:

- Promote all troop campouts by attending as many as possible.
- Visibly recruit scouts to attend campouts.
- Work with scout and adult leaders for each campout to ensure minimum standards are met at each outing.
- Have good attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



ASPL INSTRUCTORS/TROOP GUIDES

Position Description

The ASPL of Instructors/Troop Guides is responsible for the following:

- Responsible for training of Troop 283 instructors
- Responsible for implementation of Tenderfoot in 12 program
- Responsible for scout skill training at troop meetings
- Works with ASPL Meetings to ensure scout skills are learned.
- Have good attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster Date _____ Scout Date _____

Goals completed, leadership approved _____ Date _____
Scoutmaster



ASPL MEETINGS

Position Description

The ASPL of Meetings is responsible for the following:

- Ensures troop meetings start and finish on time.
- Instructs patrols on proper etiquette for American flag handling and ceremonies.
- See that all flags, standards, activity equipment is ready at meeting start.
- Ensures all troop meetings are engaging, fun, and contain all elements for an effective and well run meeting.
- Follows meeting planners prepared by SPL and PLC
- Have excellent attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 4) _____

- 5) _____

- 6) _____

Scoutmaster _____ Date _____ Scout _____ Date _____

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP SCRIBE

Position Description

The Troop Scribe is responsible for the following:

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Record attendance at troop functions.
- Record advancement in troop records.
- Work with the troop committee member responsible for finance, records, and advancement.
- Have good attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP WEBMASTER

Position Description

The Troop Webmaster is responsible for the following:

- Keep the troop web site content up to date with information needed by the troop.
- Maintain the troop distribution lists.
- Manage user access to the troop site.
- Make sure that information posted on the website is correct and that members' and leaders' privacy is protected.
- Work with the Troop Historian to publish stories regarding the troop outings and activities to the web site.
- Work with the Troop Librarian to keep the online Troop Library records accurate.
- Ensures the Web site is as youth-run as possible.
- Sets a good example to all other scouts.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster _____ Date _____ Scout _____ Date _____
Goals completed, leadership approved _____ Date _____
Scoutmaster



TROOP HISTORIAN

Position Description

The Troop Historian is responsible for the following:

- 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 information about former members of the troop.
- Set a good example.
- Attends at least 2/3 of the monthly events during his service period.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



CHAPLAINS AIDE

Position Description

The Chaplains Aide is responsible for the following:

- 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 of their faith.
- Help plan for religious observance in troop activities.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster Date _____ Scout Date _____
Goals completed, leadership approved _____ Date _____
Scoutmaster



TROOP LIBRARIAN

Position Description

The Troop Librarian is responsible for the following:

- Establish and take care of the troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing at troop meetings.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Set a good example.
- Attends at least 2/3 of the monthly events during his service period.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster _____ Date _____ Scout _____ Date _____
Goals completed, leadership approved _____ Date _____
Scoutmaster



INSTRUCTOR

Position Description

The Instructor is responsible for the following:

- Instruct scouting skills as needed within the troop or patrols.
- Attends at least 2/3 of the troop meetings during his service period.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

1) _____

2) _____

3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP GUIDE

Position Description

The Troop Guide is responsible for the following:

- Help new Scouts earn advancement requirements through First Class.
- Advise patrol leader on his duties and responsibilities at PLC meetings.
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new Scouts by older Scouts.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic Scout skills.
- Have good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster

Date

Scout

Date

Goals completed, leadership approved _____ Date _____
Scoutmaster



DEN CHIEF

Position Description

The Den Chief is responsible for the following:

- 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, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at weekly den meetings and monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster

Date

Scout

Date

Goals completed, leadership approved

Date

Scoutmaster



LEAVE NO TRACE TRAINER

Position Description

The LNT Trainer is responsible for the following:

- The Leave No Trace Trainer teaches troop and patrol members the principles of Leave No Trace
- Improves Scouts' outdoor ethics decision making skills,
- Helps the troop and patrol to prevent avoidable impacts and minimize unavoidable impacts from their use of the outdoors.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout Spirit.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP QUARTERMASTER

Position Description

The Troop Quartermaster is responsible for the following:

- Keep records on 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 the troop committee member responsible for equipment.
- Have good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 1) _____

- 2) _____

- 3) _____

Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP OA REPRESENTATIVE

Position Description

The Troop OA Representative is responsible for the following:

- Serves as a communication link between the lodge or 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.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages 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.
- Sets a good example.
- Wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA obligation.
- Shows Scout spirit
- OA Member in good standing

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

1) _____

2) _____

3) _____

Scoutmaster

Date

Scout

Date

Goals completed, leadership approved _____ Date _____

Scoutmaster



TROOP GRUBMASTER

Position Description

The Troop Grubmaster is responsible for the following:

- Helps the Troop Quartermaster to organize the 'soft supplies' (dish soap, paper towels, aluminum foil, spices, syrup, cracker barrel, etc.)
- Orders/buys needed soft supplies for patrols
- Reviews menu's with each Patrol Grubmaster before every campout, Make sure that the patrol gets their nutrition and enough energy until the next meal
- Makes sure that cooking is part of every campout so Scouts will learn how to cook
- Is responsible for training the troop and keeping track of food allergies. Make sure that the food on campouts does not contain or is not processed with that allergens or other items Scouts cannot eat (tree nuts, peanuts, pork, beef, etc.) and/or have other options for choices
- Make sure troop is trained on food allergies and epi-pen use every 6months
- Builds troop recipe library (partners with Troop Librarian), buys & maintains recipe books for Patrol use, keeps track of winning recipes from Camporees
- Works with Troop ASM's and/or Committee Members on planning Troop level cooking events (Pancake Breakfast, Courts of Honors, Scouting Year Kick-Off, etc.)
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound 3 Goals:

1) _____

2) _____

3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



PATROL GRUBMASTER

Position Description

The Patrol Grubmaster is responsible for the following:

- Helps the Troop Grubmaster to organize the 'soft supplies' (dish soap, paper towels, aluminum foil, spices, syrup, cracker barrel, etc.)
- Orders needed soft supplies for patrol
- Reviews menu's with Troop Grubmaster before every campout, Make sure that the patrol gets their nutrition and enough energy until the next meal
- Makes sure that cooking is part of every campout so Scouts will learn how to cook
- Is responsible for training the Patrol and keeping track of food allergies. Make sure that the food on campouts does not contain or is not processed with that allergens or other items Scouts cannot eat (tree nuts, peanuts, pork, beef, etc.) and/or have other options for choices
- Submits recipes to the Troop Grubmaster for the troop recipe library
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound 3 Goals:

- 1) _____

- 2) _____

- 3) _____

Scoutmaster _____ Date _____ Scout _____ Date _____
Goals completed, leadership approved _____ Date _____
Scoutmaster



PATROL QUARtermaster

Position Description

The Patrol Quartermaster is responsible for the following:

- Keep records on patrol equipment.
- Keep equipment in good repair..
- Suggest new or replacement items.
- Work with the Troop Quartermaster when needed to maintain equipment.
- Train Patrol on proper use of Equipment
- Have good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

1) _____

2) _____

3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



PATROL SCRIBE

Position Description

The Patrol Scribe is responsible for the following:

- Attend and keep a log of Patrol Meetings.
- Record attendance at Patrol functions.
- Record advancement in Patrol records.
- Maintain Patrol Web Page and Patrol calendar.
- Have good attendance at Troop meetings.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

1) _____

2) _____

3) _____

_____ Date _____ Date _____

Scoutmaster

Scout

Goals completed, leadership approved _____ Date _____

Scoutmaster



ASSISTANT PATROL LEADER

Position Description

The Assistant Patrol Leader is responsible for the following:

1. Help the patrol leader plan and lead patrol meetings and activities.
2. Help the patrol leader keep patrol members informed.
3. Complete assignments given to you by the patrol leader
4. Lead the patrol in the patrol leader's absence.
5. Represent the patrol at all PLC meetings in the leaders absence
6. Help the patrol leader prepare the patrol to take part in all troop activities.
7. Show and help develop patrol spirit.
8. Work with other troop leaders to make the troop run well.
9. Set a good example.
10. Wear the scout uniform correctly.
11. Live by the Scout Oath and Law

S.M.A.R.T. Goals- Specific, Measurable, Achievable, Realistic, and Time-bound

3 Goals:

- 4) _____

- 5) _____

- 6) _____

_____ Date _____ Date _____
Scoutmaster Scout

Goals completed, leadership approved _____ Date _____
Scoutmaster