



## ***Troop 1776*** ***Job Description***

- Position: **Senior Patrol Leader**
- Previous Experience Required: At least one term as Assistant Senior Patrol Leader  
Council NYLT Greenbar preferred
- Minimum Rank Required: Life Scout
- Reports to: Scoutmaster
- Direct Reports: ASPL – Troop Operations  
ASPL – Patrol Group 1  
ASPL – Patrol Group 2  
OA Troop Representative
- Adult Advisor: Scoutmaster
- Duties and Responsibilities:
- Preside at all Troop Meetings, events, activities and planning
  - Chair the Patrol Leaders Council (PLC)
  - Appoint youth leaders in the Troop with the advice and consent of the Scoutmaster
  - Assign duties and responsibilities to other youth members
  - Work with the Scoutmaster in training youth leaders
  - Set a good example
  - Wear the Scout uniform correctly
  - Live by the Scout Oath and Law
  - Show and help develop Scout Spirit within the Troop
  - At least 66% attendance is required in order to attain leadership credit in this office.



## ***Troop 1776 Job Description***

**Position:** **Assistant Senior Patrol Leader  
Troop Operations**

**Previous Experience Required:** Served in a previous Troop Leadership position

**Minimum Rank Required:** Life Rank

**Reports to:** Senior Patrol Leader

**Direct Reports:** Troop Quartermaster  
Troop Scribe  
Troop Chaplain's Aide  
Troop Librarian  
Troop Historian  
Troop Webmaster  
Troop Instructor  
Troop Leave No Trace Trainer  
Troop Bugler  
Troop Guides

**Adult Advisor:** Scoutmaster

### **Duties and Responsibilities:**

- Be responsible for giving training and direct leadership to the direct youth leaders as assigned as direct reports.
- Help lead meeting and activities as called upon by the SPL.
- Guide the Troop in the SPL's absence
- Perform tasks as assigned by the SPL
- Function as a member of the Patrol Leaders Council
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office

Effective: January 1, 2011



## ***Troop 1776 Job Description***

**Position:** **Assistant Senior Patrol Leader  
Patrol Group 1**

**Previous Experience Required:** Served in a previous Troop Leadership position

**Minimum Rank Required:** Life Rank

**Reports to:** Senior Patrol Leader

**Direct Reports:** Patrol Leaders in assigned Patrols

**Adult Advisor:** Scoutmaster

### **Duties and Responsibilities:**

- Be responsible for giving training and direct leadership to the direct youth leaders as assigned as direct reports.
- Promote and develop the Patrol Method within the Patrol that are assigned as part of Patrol Group
- Encourage assigned Patrols to work toward the National Honor Patrol award
- Help lead meeting and activities as called upon by the SPL.
- Guide the Troop in the SPL's absence
- Perform tasks as assigned by the SPL
- Function as a member of the Patrol Leaders Council
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office

Effective: January 1, 2011



## ***Troop 1776*** ***Job Description***

Position: **Assistant Senior Patrol Leader  
Patrol Group 2**

Previous Experience Required: Served in a previous Troop Leadership position

Minimum Rank Required: Life Rank

Reports to: Senior Patrol Leader

Direct Reports: Patrol Leaders in assigned Patrols

Adult Advisor: Scoutmaster

### Duties and Responsibilities:

- Be responsible for giving training and direct leadership to the direct youth leaders as assigned as direct reports.
- Promote and develop the Patrol Method within the Patrol that are assigned as part of Patrol Group
- Encourage assigned Patrols to work toward the National Honor Patrol award
- Help lead meeting and activities as called upon by the SPL.
- Guide the Troop in the SPL's absence
- Perform tasks as assigned by the SPL
- Function as a member of the Patrol Leaders Council
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position: **Troop Quartermaster**

Previous Experience Required: None

Minimum Rank Required: First Class

Reports to: ASPL – Troop Operations

Direct Reports: Patrol Quartermasters

Adult Advisor: Troop Equipment Chairman

### Duties and Responsibilities:

- Keep records of Patrol and Troop equipment
- Keep equipment in repair and good working order
- Keep equipment storage area neat and clean
- Issue equipment and see that it is returned in good order
- Oversees and directs the loading and unloading of the Troop trailer
- Suggest new or replacement items
- Assure that there is a supply of propane for campouts
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position:	<b>Troop Librarian</b>
Previous Experience Required:	None
Minimum Rank Required:	2 <sup>nd</sup> Class
Reports to:	ASPL – Troop Operations
Direct Reports:	None
Adult Advisor:	Troop Advancement Chairman

### Duties and Responsibilities:

- Establish and maintain a Troop library
- Keep records on literature owned by the Troop
- Suggest adding or replacing items as needed
- Have literature available for borrowing at the Troop Meetings and other events as required (Summer Camp)
- Maintain a system to check literature in and out
- Follow up on late returns
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position:	<b>Troop Scribe</b>
Previous Experience Required:	None
Minimum Rank Required:	2 <sup>nd</sup> Class
Reports to:	ASPL – Troop Operations
Direct Reports:	Patrol Scribes
Adult Advisor:	Troop Webmaster

### Duties and Responsibilities:

- Attend and keep minutes of the Patrol Leaders Council meetings. Maintain records on the plans for the weekly meetings as developed by the PLC.
- Record attendance of all Troop members at Troop Meetings and Troop activities. Assure that this information is recorded in the Troopmaster software.
- Provide input and content for updating the Troop Website
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position:	<b>Troop Instructor</b>
Previous Experience Required:	None
Minimum Rank Required:	1 <sup>st</sup> Class
Reports to:	ASPL – Troop Operations
Direct Reports:	None
Adult Advisor:	Scoutmaster

### Duties and Responsibilities:

- Participate in the Patrol Leaders Council to assist in planning Troop Meetings and Monthly Activities
- Instruct Scouting Skills as needed within the Troop or Patrols
- 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 and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office





## ***Troop 1776 Job Description***

Position: **Troop Chaplain's Aide**

Previous Experience Required: None

Minimum Rank Required: 2<sup>nd</sup> Class

Reports to: ASPL – Troop Operations

Direct Reports: None

Adult Advisor:

Duties and Responsibilities:

- Keep Troop Leaders appraised of religious holidays when planning activities
- Assist in planning and promoting Scout Sunday participation
- Encourage saying grace at meals while camping or on other activities
- Plan and lead worship services on campouts
- Promote religious emblems programs for Scouts of all faiths
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position:	<b>Troop Historian</b>
Previous Experience Required:	None
Minimum Rank Required:	2 <sup>nd</sup> Class
Reports to:	ASPL – Troop Operations
Direct Reports:	None
Adult Advisor:	Troop Webmaster

### Duties and Responsibilities:

- Keep written and photographic records of the Troop history on outings and activities
- Develop a written log of the Troop's activities during the term of service. This shall be submitted to the Scoutmaster for review and to the Troop Webmaster in a format suitable for posting on the Troop Website
- Provide an oral report on Troop Activities at the Troop Court of Honor
- Responsible for making sure that Troop awards and ribbons are properly displayed
- Keep information on Troop alumni and past Troop history; give information to the Troop Webmaster
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position:	<b>Troop OA Representative</b>
Previous Experience Required:	Membership in the Order of the Arrow
Minimum Rank Required:	1 <sup>st</sup> Class
Reports to:	Senior Patrol Leader
Direct Reports:	None
Adult Advisor:	ASM – Order of Arrow

### Duties and Responsibilities:

- Serve as a communication link between the Lodge and Chapter and the Troop.
- Routinely attend OA Chapter Meetings
- Encourage year around camping and Summer Camp
- Encourage older Scouts to participate in High Adventure programs
- Encourage Scouts to participate in community service projects
- Assist with leadership skills training within the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Encourage Arrowmen to be active participants in Lodge and Chapter activities
- Encourage Arrowmen to seal their membership in the Order by becoming Brotherhood Members
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office

Effective: January 1, 2011



## **Troop 1776 Job Description**

Position:	<b>Troop Bugler</b>
Previous Experience Required:	Musical Experience and Ability is Helpful
Minimum Rank Required:	None
Reports to:	ASPL – Troop Operations
Direct Reports:	None
Adult Advisor:	

### Duties and Responsibilities:

- Provides for proper signaling for Flags, Reveille and Taps with the Troop bugle
- Assists with any other musical needs of the Troop
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office
- This position only qualifies for Leadership for the Star Rank (not Life or Eagle)



## ***Troop 1776 Job Description***

Position:	<b>Troop Guide</b>
Previous Experience Required:	Patrol Leader
Minimum Rank Required:	1 <sup>st</sup> Class
Reports to:	ASPL – Troop Operations
Direct Reports:	None
Adult Advisor:	ASM – New Scouts

### Duties and Responsibilities:

- Introduce new Scouts to the Troop operations and guide them through early activities in the Troop
- Guide visiting Webelos to assure they feel welcome and to answer their questions about Boy Scouting and encourage the use of resources found on [www.troop1776.org](http://www.troop1776.org)
- Shield new Scouts from harassment by older Scouts
- Help new Scouts earn the First Class rank in their first year
- Coach the Patrol Leader of the new Scout patrols on his duties
- Attend the PLC meeting to give guidance to the Patrol Leader of the new Scout Patrols
- Assist with Leadership Training as required
- Coach individual Scouts on Scouting challenges
- Teach basic Scout skills
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office

Effective: January 1, 2011



## ***Troop 1776 Job Description***

Position:	<b>Den Chief</b>
Previous Experience Required:	Former Cub Scout
Minimum Rank Required:	Tenderfoot for Tigers, Wolves & Bears 1 <sup>st</sup> Class for Webelos
Reports to:	Den Leader
Direct Reports:	None
Adult Advisor:	Scoutmaster

### Duties and Responsibilities:

- Serve as the activities assistant at Den Meetings and outings
- Meet regularly with the Den Leader to review the Den and Pack Meeting plans
- If serving as a Webelos Den Chief, help to prepare for Boy Scouting. Introduce them to the Troop Website and it's resources.
- Project a positive image of Boy Scouting
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop, Den and Pack
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776*** ***Job Description***

Position:	<b>Patrol Leader</b>
Previous Experience Required:	None
Minimum Rank Required:	Scout
Reports to:	ASPL – Patrol Group as assigned
Direct Reports:	Patrol Members
Adult Advisor:	ASM Patrol Advisor

### Duties and Responsibilities:

- Plan and lead Patrol Meetings and activities
- Keep Patrol Members informed
- Assign each Patrol Member a task and help them succeed
- Represent the Patrol at all Patrol Leader Council (PLC) meetings and at all planning meetings
- Prepare the Patrol to take part in all Troop activities
- Show and help develop Patrol Spirit
- Work with other Troop Leaders to make the Troop run well
- Know what Patrol Members and other Troop Leaders can do
- Encourage your Patrol to earn the National Honor Patrol award
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office



## ***Troop 1776 Job Description***

Position: **Assistant Patrol Leader**

Previous Experience Required: None

Minimum Rank Required: Scout

Reports to: Patrol Leader

Direct Reports: None

Adult Advisor: ASM – Patrol Advisor

### Duties and Responsibilities:

- Help the Patrol Leader plan and lead Patrol Meetings and activities
- Help the Patrol Leader keep the Patrol informed
- Help the Patrol Leader to prepare the Patrol to take part in all Troop activities
- Lead the Patrol in the Patrol Leaders absence
- Show and help develop Patrol Spirit
- Represent the Patrol at all Patrol Leader Council (PLC) Meetings in the Patrol Leaders absence
- Work with other Troop leaders to make the Troop run well
- Encourage the Patrol to earn the National Honor Patrol award
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- This position does not qualify for Leadership credit

Effective: January 1, 2011





## ***Troop 1776 Job Description***

Position: **Patrol Quartermaster**

Previous Experience Required: None

Minimum Rank Required: Scout

Reports to: Patrol Leader

Coordinates with: Troop Quartermaster

Direct Reports: None

Adult Advisor: ASM – Patrol Advisor

### Duties and Responsibilities:

- Responsible for the inventory, care and maintenance of the Patrol Equipment
- Determine the equipment that will be needed by the Patrol for each campout and assure that it is packed and ready
- Assist in packing the Troop trailer for outings
- Assist Troop Quartermaster in keeping the storage area neat and clean
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office
- This position only qualifies for Star leadership credit (not Life or Eagle)



## ***Troop 1776 Job Description***

Position:	<b>Patrol Scribe</b>
Previous Experience Required:	None
Minimum Rank Required:	Scout
Reports to:	Patrol Leader
Direct Reports:	None
Coordinates with:	Troop Scribe
Adult Advisor:	ASM – Patrol Advisor

### Duties and Responsibilities:

- Assist Troop Scribe with taking attendance at all Troop activities
- Uses the Troop Outing planning guide to record in writing the plans and needs for Troop outings
- Gets Patrol Menus approved by the ASM – Patrol Advisor prior to campouts
- Shares the equipment needs with the Patrol Quartermaster
- Coordinates with the Grubmaster for the campouts to assure that groceries will be procured and with Patrol Members to assure that the Grubmaster is reimbursed for the groceries.
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- This position does not qualify for leadership credit



## ***Troop 1776*** ***Job Description***

Position: **Junior Assistant Scoutmaster**

Previous Experience Required: SPL or ASPL

Minimum Rank Required: Eagle Scout

Reports to: Scoutmaster

Coordinates with: Other ASM's and JASM's

Direct Reports: None

### Duties and Responsibilities:

- Function as an Assistant Scoutmaster within the limitations of those areas restricted to those over the age of 18.
- Work with Scouts of less than First Class rank in passing off on Rank requirements. Has the right to sign off on Rank Advancement in Scout books as authorized by the Scoutmaster
- Conduct Skills Reviews on Scouts prior to Rank Advancement
- Assist Troop Leadership in developing the Patrol Method within the Troop
- Accomplish any duties assigned by the Scoutmaster
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop



## ***Troop 1776 Job Description***

Position: **Troop Webmaster (Youth)**

Previous Experience Required: Assistant Webmaster

Minimum Rank Required: First Class

Reports to: ASPL – Operations

Adult Advisor: ASM Webmaster

Direct Reports: Assistant Troop Webmaster

The Youth Webmaster will work with an Adult-Webmaster to keep/add/edit information on the Troop Website such as pictures and information of upcoming and past events. He is responsible for the Troop Website and is key to Troop communications. He will obtain information from many sources, including, but not limited to the Scribe, the Scoutmaster, the Committee Chair, the SPL, the Patrol Leaders and the Historian. He will also follow the BSA guidelines governing Web Sites and Youth Protection.

### Duties and Responsibilities:

- Serve as Assistant Webmaster for 6 months.
- Manage digital (PDF) or HTML outing documents and present them for upload to the Troop web site weekly.
- Review the Troop Calendar.
- Obtain photos from Historian and upload to Web site monthly or promote their uploading to photo sharing websites by Scouts and adults.
- Obtain Web site improvement ideas at PLC's and work on implementation with approval of ASM-Webmaster.
- Work with the Adult-Webmaster to coordinate web site updates.
- Live by the Scout Oath and Law.
- Meet Active Scout Requirement.
  - Attend the Junior Leadership Training (JLT) session at the beginning of the term.
  - Attend two (2) Troop meetings a month
  - Attend four (4) of the six (6) Patrol Leader Council (PLC) meetings.
  - Attend two (2) outings in six (6) months.



## ***Troop 1776 Job Description***

Position: **Assistant Troop Webmaster (Youth)**

Previous Experience Required: None

Minimum Rank Required: Scout

Reports to: Troop Webmaster  
ASM Webmaster

Direct Reports: None

Duties and Responsibilities:



## ***Troop 1776 Job Description***

Position: **Leave No Trace Trainer**

Previous Experience Required: Trained in LNT Principles

Minimum Rank Required: First Class

Reports to: ASPL – Operations  
ASM – LNT Trainer

Direct Reports: None

Duties and Responsibilities:



## **Troop 1776 Job Description**

Position:	<b>Service Coordinator – youth</b>
Previous Experience Required:	None
Minimum Rank Required:	1 <sup>st</sup> Class
Reports to:	Senior Patrol Leader
Direct Reports:	None
Adult Advisor:	ASM/Service Coordinator

### Duties and Responsibilities:

- With the assistance of the ASM/Service Coordinator, lead in planning, organizing and executing one Troop community service event
- Assist ASM/Service Coordinator to encourage a spirit of cheerful service within the Troop
- Assist ASM/Service Coordinator in communicating service event details to Scouts
- Assist ASM/Service Coordinator in tracking participation in Troop service events
- Encourage Scouts to participate in Troop service events
- Solicit Scout feedback regarding existing service events and future service opportunities
- Regularly attend PLC meetings
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit in the Troop
- At least 66% attendance is required in order to attain leadership credit in this office