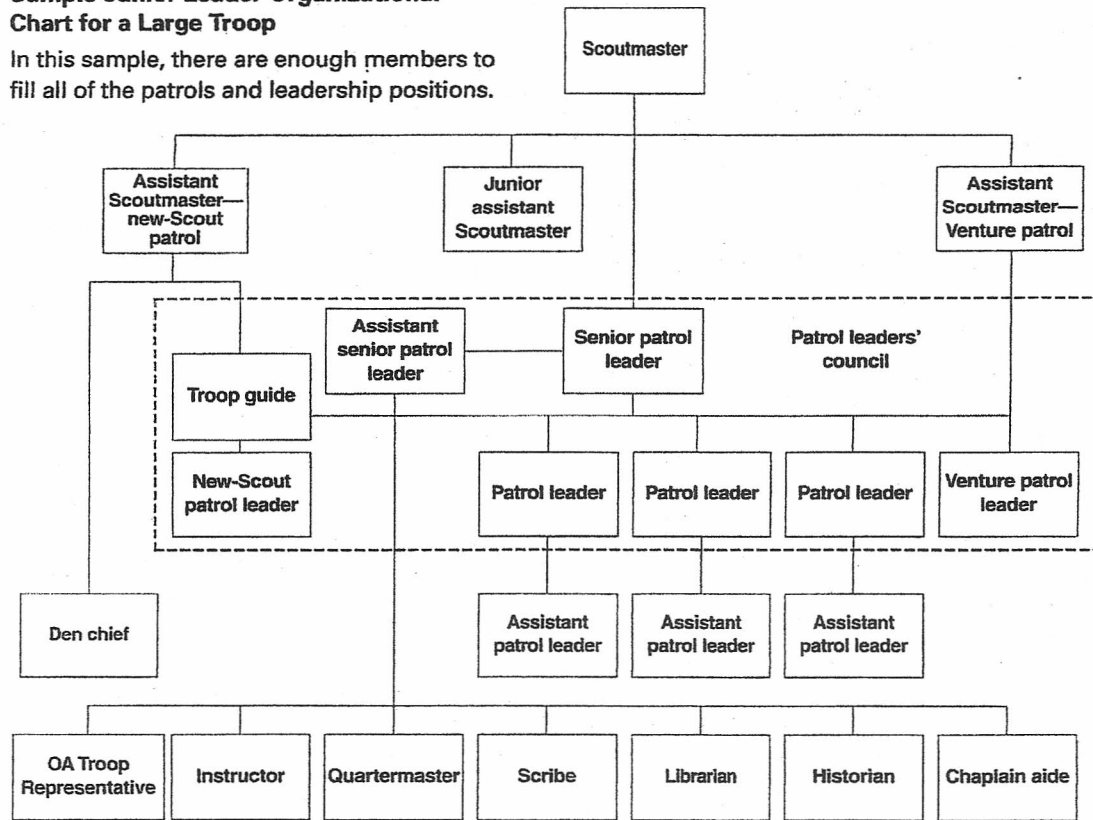


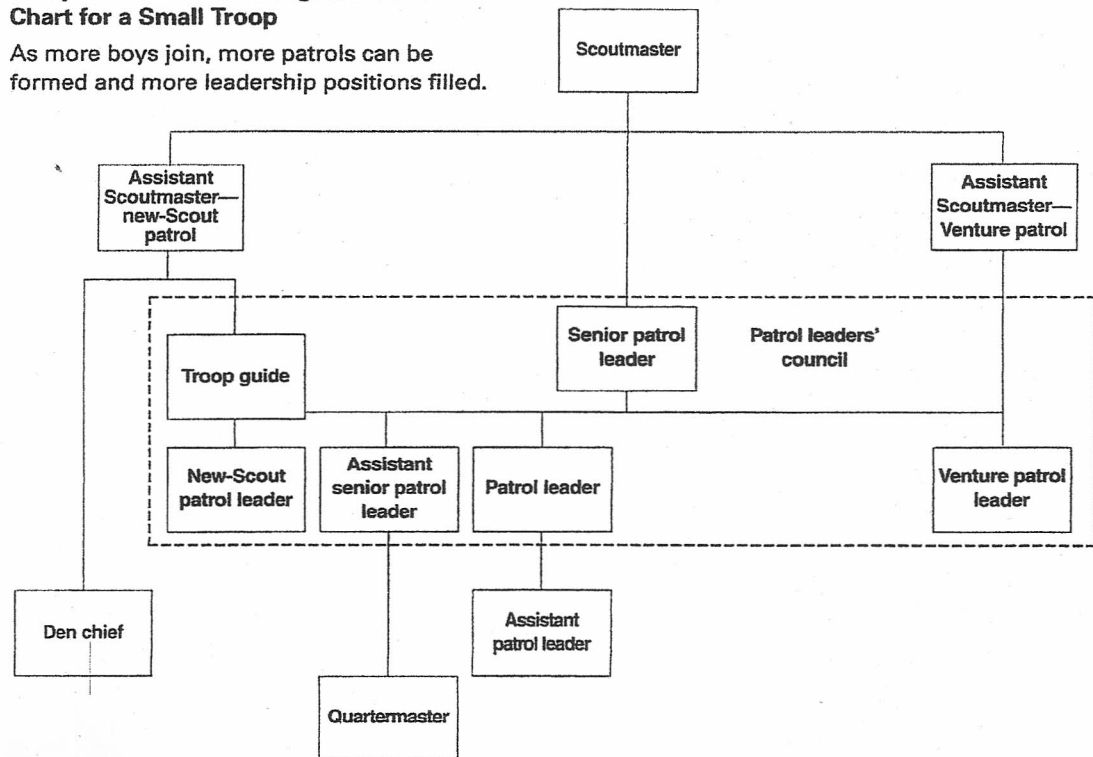
### Sample Junior Leader Organizational Chart for a Large Troop

In this sample, there are enough members to fill all of the patrols and leadership positions.



### Sample Junior Leader Organizational Chart for a Small Troop

As more boys join, more patrols can be formed and more leadership positions filled.



- Keep patrol members informed.
  - Assign each patrol member a specific duty.
  - Represent your patrol at all patrol leaders' council meetings and the annual program planning conference.
  - Prepare the patrol to participate in all troop activities.
  - Work with other troop leaders to make the troop run well.
  - Know the abilities of each patrol member.
  - Set a good example.
  - Wear the Scout uniform correctly.
  - Live by the Scout Oath and Law.
  - Show and develop patrol spirit.
- 

### **Ten Tips for Being a Good Leader**

1. **Keep Your Word.** Don't make promises you can't keep.
2. **Be Fair to All.** A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.
3. **Be a Good Communicator.** You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.
4. **Be Flexible.** Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
5. **Be Organized.** The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
6. **Delegate.** Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.
7. **Set an Example.** The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
8. **Be Consistent.** Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.
9. **Give Praise.** The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.
10. **Ask for Help.** Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask

# Notes and How to Keep Them

Did you ever hear a really great idea that you wanted to use with your patrol or troop—and then discovered that when you needed it you couldn't remember the details? It happens to all of us. So, taking notes of good ideas is important.

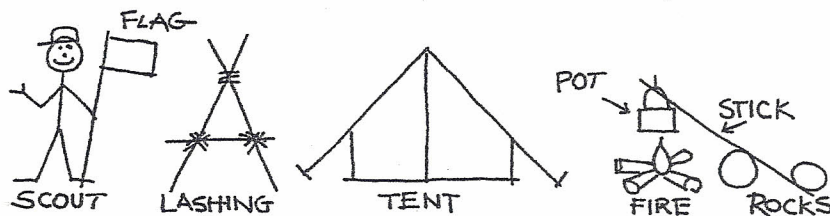
There's nothing hard or complicated about taking notes. Remember that they are for your personal use and you'll soon work out your own way of doing it. Here are some ideas that may help.

1. Don't try to write down *everything*. Just note the key words with enough detail so you'll be able to recall what you heard or saw.
2. Be sure to write down *enough* information. It's frustrating to read the words "paper plate gimmick" in your notes and you can't remember what the really wonderful gimmick *was*.
3. Use the outline form. It's a good way to organize your notes. This sheet is written in a simple type of outline form—numbered items. A more detailed system starts with major topics, then the details are filled in. Numbers and letters keep things sorted out. Here's how this sheet would look as an outline:

- I. Notes and how to keep 'em
    - A. Notes help you remember details
    - B. Taking notes of good ideas is important
    - C. Note-taking isn't complicated
      - 1. They're for your own personal use
      - 2. You'll work out your own system
    - D. Helpful hints
      - 1. Don't write down everything
        - a. Note key words
        - b. Add detail to aid recall
  - II. Write down enough information
  - III. Use the outline form
    - A. Good way to organize notes
    - B. List of numbered items is simplest outline
    - C. Outline starts with major topics
    - D. Details are then filled in
    - E. Numbers and letters are used

Get the idea?

4. Use sketches. You don't have to be an artist. Here are some examples:



5. Finally, go over your notes before they get "cold" and be sure you got everything. Fill in more detail if needed. Then keep 'em handy and use 'em often. They'll be your most valuable resource.





## Junior Leader Job Description for Senior Patrol Leader

**INTRODUCTION:** When you accepted the position of senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with your Scoutmaster.

---

**RESPONSIBLE TO:** Scoutmaster

---

### **SPECIFIC DUTIES:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
  - Chair the patrol leaders' council.
  - Name appointed boy leaders with the advice and consent of the Scoutmaster.
  - Assign duties and responsibilities to other leaders.
  - Work with Scoutmaster in training junior leaders.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**Resources:** As senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to your area of responsibility.
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)





## Junior Leader Job Description for Assistant Senior Patrol Leader

**INTRODUCTION:** When you accepted the position of assistant senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Senior patrol leader

---

### **SPECIFIC DUTIES:**

- Be responsible for training and giving direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, instructor, quartermaster, and chaplain aide.
  - Help with leading meetings and activities as called upon by the senior patrol leader.
  - Take over troop leadership in the absence of the senior patrol leader.
  - Perform tasks assigned by the senior patrol leader.
  - Function as a member of the patrol leaders' council.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As the assistant senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Also, there are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to your area of responsibility.
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)



## Junior Leader Job Description for Patrol Leader

**INTRODUCTION:** When you accepted the position of patrol leader, 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 junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Senior patrol leader

---

### **SPECIFIC 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 meetings and at the annual program planning conference.
  - Prepare 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 a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, troop committee members, your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature resources that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to the assistant patrol leader.
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)
- BSA equipment catalog



## Junior Leader Job Description for Assistant Patrol Leader



**INTRODUCTION:** When you accepted the position of assistant patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Patrol leader

---

### SPECIFIC 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.
  - Take charge of the patrol in the absence of the patrol leader.
  - Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
  - Help develop patrol spirit.
  - Work with other troop leaders to make the troop run well.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As an assistant patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There are also your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Patrol roster
- Activity calendars (troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)





## Junior Leader Job Description for Instructor

**INTRODUCTION:** When you accepted the position of instructor, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Assistant senior patrol leader

### **SPECIFIC DUTIES:**

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

**RESOURCES:** As an instructor, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Activity calendars (troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Troop meeting planning sheets (from *Woods Wisdom*)
- BSA equipment catalog

## Junior Leader Job Description for Troop Quartermaster



**INTRODUCTION:** When you accepted the position of troop quartermaster, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Assistant senior patrol leader (and works with the troop committee member responsible for equipment)

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### **SPECIFIC DUTIES:**

- Keep records of 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 troop committee member responsible for equipment.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a troop quartermaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- BSA equipment catalog
- Troop equipment inventory book



## Junior Leader Job Description for Troop Historian

**INTRODUCTION:** When you accepted the position of troop historian, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

---

**RESPONSIBLE TO:** Assistant senior patrol leader

---

### **SPECIFIC DUTIES:**

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
  - Take care of troop trophies and keepsakes.
  - Keep information about troop alumni.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510



## **TROOP GUIDE**

The Troop Guide is both a leader and a “mentor” to the members of a New-Scout Patrol. He is an older Scout, at least First Class in rank, who helps the Patrol Leader of a New-Scout Patrol in much the same way that a Scoutmaster works with a Senior Patrol Leader—providing direction, coaching, and support as determined by the skill level and morale of the Patrol Leader and members of the New-Scout Patrol. The Troop Guide is usually not a member of another Patrol, but may participate in the high-adventure activities of a Venture Patrol.

## **VENTURE PATROL LEADER**

A Venture Patrol is a group of older Scouts within the Troop. Elected by members of his Patrol, the Venture Patrol Leader helps his Patrol get the most out of high-adventure experiences and sports activities.

## **SCRIBE**

The Scribe is the troop’s secretary. He attends meetings of the Patrol Leaders’ Council and keeps a log-book of their discussions, but is not a voting member. During Troop meetings he records attendance and dues payments and maintains Troop advancement records. He may be assigned to a member of the Troop Committee to help him with his work.

## **ORDER OF THE ARROW TROOP REPRESENTATIVE**

The Order of the Arrow Troop (or Team) Representative serves as a communication link between the Troop and the local Order of the Arrow lodge or chapter. By enhancing the image of the Order as a service arm to the Troop, he promotes the OA in the Troop while encouraging year-round and resident camping in the Troop and participation of older Scouts in high-adventure programs. The OA Troop Representative assists with leadership skills training in the troop and supports fellow Arrowmen who undertake leadership roles in the Troop. He reports to the Assistant Senior Patrol Leader.

## **LIBRARIAN**

The Troop Librarian oversees the care and use of Troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report on the need to repair or replace any current holdings.

## **CHAPLAIN AIDE**

The Chaplain Aide assists the Troop Chaplain (usually an adult from the Troop Committee or the chartered organization) in religious services for the Troop. He sees that religious holidays are considered during program planning and promotes the religious emblems program.

## **DEN CHIEF**

A Den Chief works with a den of Cub Scouts and with their adult den leaders. He assists with den meetings, encourages Cub Scout advancement, and serves as a role model for younger boys. Serving as Den Chief can be a great first leadership experience for a Scout.

## **WEBELOS DEN CHIEF**

A Webelos Den Chief meets each week with a Webelos den and helps their adult leader guide Webelos Scouts in their program. He can plan and assist with den meetings and field activities, lead songs and stunts, and encourage Webelos Scouts to progress into the Scout Troop.