



## JPL Troop 509 Leadership Position Description

### LIBRARIAN

#### GENERAL INFORMATION

- Position:** Appointed by the scoutmaster  
**Term:** 12 months  
**Reports to:** Scoutmaster  
**Role:** The librarian takes care of troop literature.  
**Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The librarian manages this resource for the troop.

#### QUALIFICATIONS

- Age:** 12 or older  
**Rank:** First Class rank or higher  
**Experience:** none  
**Attendance:** 50% over the previous 12 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Troop Leadership Corps (TLC) meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.  
**Effort:** When you accept this position, you agree to provide service and leadership to the troop. You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set a good example by wearing your uniform correctly. Wear all of the parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.  
**Behavior:** Set a good example by living the scout oath and law in your everyday life. Show scout spirit in everything you say and do.  
**Attendance:** Set a good example by being an active scout. Be on time for meetings and activities. You must contact the senior patrol leader or scoutmaster if you are not going to be at a meeting. You also need to make sure that someone will assume your responsibilities when you are going to be absent.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Set a GOOD EXAMPLE (the most powerful form of leadership).
- Serve as an active member of the TLC.
- Set up and maintain a library of merit badge pamphlets and other troop materials available for check out and use by troop members and leaders. Keep records of who has what and be responsible for getting materials returned.
- Keep inventory records of all troop library materials.
- Add new or replacement books, pamphlets, and materials as needed.
- Follow up on late returns.
- Keep an archive on all troop special events -- including courts of honor, etc. -- with information on equipment needs, facilities, and ceremony scripts.
- Collect and catalog information and articles on potential places the troop could go on outings. Provide this information to people planning future trips as requested.