



JPL Troop 509
Leadership Position Description

LIBRARIAN

GENERAL INFORMATION

- Position:** Appointed by the senior patrol leader
Term: 12 months
Reports to: Senior patrol leader
Role: The librarian takes care of troop literature
Comments: The library contains merit badge pamphlets and books of historical value. 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

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops (ILST)
Attendance: You are expected to attend 50% of all troop meetings, 50% of all outings and 25% of all 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 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)
- 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 inventory records of all troop library materials and keep records of who has what and be responsible for getting materials returned
- Obtain authorization from the Troop Committee to add new or replacement books, pamphlets and materials as needed
- Keep an archive on all troop special events, including courts of honor, with information on equipment needs, facilities and ceremony scripts
- Collect and catalog information and articles on potential places the troop could go on outings and provide this information to people planning future trips as requested