



## 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.

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**RESPONSIBLE TO:** Scoutmaster

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### **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.
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**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.

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**RESPONSIBLE TO:** Senior patrol leader

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### **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.
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**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.

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**RESPONSIBLE TO:** Senior patrol leader

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### **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.
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**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.

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**RESPONSIBLE TO:** Patrol leader

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### **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.
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**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 Patrol Leader – New Scout Patrol

**INTRODUCTION:** When you accepted the position of patrol leader—new Scout patrol, 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. You probably will serve as patrol leader of the new Scout patrol for a month or two and should be prepared to share leadership with others in your patrol.

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**RESPONSIBLE TO:** Senior patrol leader and troop guide

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### **SPECIFIC DUTIES:**

- With the assistance of the troop guide
    - plan and lead patrol meetings and activities.
    - prepare your patrol to take part in all troop activities.
    - develop patrol spirit.
    - keep patrol members informed.
  - Assign each patrol member a job.
  - Represent the patrol at all patrol leaders' council meetings during your term of office.
  - Know what patrol members and other leaders can do.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a patrol leader of the new Scout patrol, 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, troop guide, 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
- 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*)
- BSA equipment catalog



## Junior Leader Job Description for Troop Guide

**INTRODUCTION:** When you accepted the position of troop guide, 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.

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**RESPONSIBLE TO:** Assistant Scoutmaster—new Scout patrol

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### **SPECIFIC DUTIES:**

- Help Scouts meet advancement requirements through First Class.
  - Advise patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
  - Attend patrol leaders' council meetings with the new Scout patrol leader.
  - Prevent harassment of new Scouts by older Scouts.
  - Help assistant Scoutmaster train new patrol leader when he is elected.
  - Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a troop guide, 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*
- Copies of material from *Scoutmaster's Junior Leader Training Kit* that relate to training the patrol leader—new Scout patrol.
- 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
- BSA equipment catalog



## Junior Leader Job Description for Troop Scribe

**INTRODUCTION:** When you accepted the position of troop scribe, 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.

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

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### **SPECIFIC DUTIES:**

- Attend and keep a log of patrol leaders' council meetings.
  - Record attendance and dues payments.
  - Record advancement in troop records.
  - Work with appropriate troop committee members responsible for finance, records, and advancement.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a troop scribe, 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
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- First Class Tracking Sheet, No. 4101C



## Junior Leader Job Description for Troop Librarian

**INTRODUCTION:** When you accepted the position of troop librarian, 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.

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**RESPONSIBLE TO:** Assistant senior patrol leader

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### **SPECIFIC DUTIES:**

- Establish and maintain a troop library.
    - Keep records on literature owned by the troop.
    - Add new or replacement items needed.
    - Have literature available for borrowing at troop meetings.
    - Keep system to check literature in and out.
    - Follow up on late returns.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**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*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- Varsity activity pamphlets
- Venture activity pamphlets
- Index of Scouting Literature





## 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.

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**RESPONSIBLE TO:** Assistant senior patrol leader

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### **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.
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**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



## 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.

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**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.
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**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.

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**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.
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**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 Chaplain Aide

**INTRODUCTION:** When you accepted the position of chaplain aide, 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.

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**RESPONSIBLE TO:** Assistant senior patrol leader (and works with the chaplain)

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### **SPECIFIC DUTIES:**

- Keep troop leaders 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 troop members about religious emblem program of their faith.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a chaplain aide, 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
- *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)
- Appropriate prayer books for troop members.
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)



## Junior Leader Job Description for Den Chief

**INTRODUCTION:** When you accepted the position of den chief, you agreed to provide service and leadership in our troop and assigned Cub Scout den. 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. Your den leader or Cubmaster will provide additional guidelines for your job.

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**RESPONSIBLE TO:** Assistant Scoutmaster—new Scout patrol

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### **SPECIFIC DUTIES:**

- 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.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a den chief, 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, as well as the Cubmaster and den leader. 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
- *Den Chief Handbook*, No. 3211A
- *Junior Leader Handbook*, No. 3500
- *Fieldbook*, No. 3200
- *Boys' Life*
- Copy of troop rules and policies
- Activity calendars (troop, district, school)
- BSA equipment catalog



## Junior Leader Job Description for Junior Assistant Scoutmaster

**INTRODUCTION:** When you accepted the position of junior assistant Scoutmaster, 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. You must be at least 16 years of age, but not yet 18 years of age to serve as a junior assistant Scoutmaster. On your 18th birthday, you are eligible to become an assistant Scoutmaster.

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**RESPONSIBLE TO:** Scoutmaster

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### **SPECIFIC DUTIES:**

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
  - Accomplish any duties assigned by the Scoutmaster.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a junior assistant Scoutmaster, 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
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- First Class Tracking Sheet, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)
- BSA equipment catalog