



POSITION DESCRIPTION: Troop Librarian

INTRODUCTION

When you accepted the position of Troop Librarian, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells 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 the “Introduction to Leadership” session with your Scoutmaster or Assistant Scoutmaster.

RESPONSIBLE TO

Assistant Senior Patrol Leader

SPECIFIC DUTIES

Your job as **Troop Librarian** is to care for the collection of materials in the Troop Library. Preserving what is already there, and adding new materials as needed, are a part of the job as is making the materials available to other Scouts and leaders.

Your specific job duties are:

- Check materials in and out of the library.
- Make sure that we have a current copy of the merit badge pamphlet for all Eagle-required merit badges.
- Recommend new materials for addition to the library. Recommendations are made to the Troop Committee.
- Receive used merit badge books from other Scouts and record on the Library inventory sheet.
- Add materials to the library.
- Make periodic announcements at troop meetings to remind scouts of the resources available to them through the troop library.

RESOURCES

- Boy Scout Handbook
- Junior Leader Handbook

- Boy Scout Requirements Handbook
- Merit Badge Pamphlets
- Troop Program Resources
- Troop Program Features, Volume I
- Troop Program Features, Volume II
- Troop Program Features, Volume III
- Boys Life Magazines