



JOB DESCRIPTION: The assistant patrol leader works closely with the patrol leader to help the patrol move forward within the troop and serves as acting patrol leader when the patrol leader is absent.

INTRODUCTION: Upon accepting the position of Assistant Patrol Leader, you have agreed to provide a **service** to your Patrol and Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The APL is a position appointed by the Patrol Leader. If you have any questions, difficulties or suggestions, bring them to the attention of the Patrol Leader or an adult leader.

RESPONSIBLE TO: The Patrol Leader (PL)

PREREQUISITES:

- None specified
- Appointed by the Patrol Leader.

GENERAL DUTIES:

- Help the Patrol Leader (PL) lead your Patrol.
- Act as Patrol Leader when he is absent.
- Take the initiative to help the PL lead your Patrol by setting an example for other Scouts and ensuring the members of his Patrol follow the rules of Scouting as well as the specific rules of Troop 216.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

One or two nights prior to each weekly Troop meeting:

- Review the monthly schedule to ensure you're prepared for the meeting.
- Be sure to help your PL call Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform, or campout information.

At the weekly Troop meeting:

- Show up at least 10 minutes early to help set up the meeting room.
- During the meeting, help the PL make sure Patrol members follow all Scouting and Troop 216 rules.
- After the opening remarks and when told to go to Patrol corners, help the PL do the following:
 - Get dues envelopes from the Troop Scribe and collect dues from each Scout.
 - Be sure to count the money received from each Scout.
 - Help the PL review the advancement status of each Patrol member and select items to work on for advancement.

At the Patrol Leaders Conference (PLC):

- Be sure either you or your PL plan to attend. You should always attend if possible. If you are unable to attend be sure you call the Patrol Leader (PL) to make sure he will be there or can assign someone to fill in for both of you. Also, give the PL any information you have that will be needed at the PLC.
- Write down and bring ideas you or any member of your Patrol have.
- Help the other APL, PL and senior Patrol Leader develop a well planned schedule.

Monday night before a campout:

- Help your PL find out which of your Patrol members are planning to attend the campout, and make a list of them.
- With your Patrol members, make a menu, food and shopping list, and appoint food shoppers.
- Make a duty roster for the campout and assign duties to the members in your Patrol (see sample forms).

One or two nights before the campout:

- Make sure you have the food required for the campout.
- Be sure to review the schedule to make sure you have any special things your Patrol needs for the campout.
- Check to be sure you have everything needed for the campout.

During the campout:

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with your Patrol Leader and Patrol members to make sure your camp site is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that if there are scheduled activities during the campout.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.



- Make sure that the Scouts have prepared hot water for cleaning the dishes, per the duty roster.
- Make sure your Patrol members clean up their area after each meal to include: cleaning all dishes, wiping down the table, return all items to the Patrol box, and close the Patrol box.

At the end of a campout:

- Make sure your Patrol box, pots and pans, and utensils are clean.
- Remove any items in the Patrol box that will go bad before it's used again.
- Inventory your Patrol box to be sure you have an accurate record of what's in it.
- Report any missing or damaged Patrol box items to the Troop Quartermaster.
- Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. Tents and ground cloths will need to be taken home for cleaning/ drying and brought back to the next Troop meeting for inspection. Ensure the Troop Quartermaster has recorded which Scout is taking home which tent.
- Help put the Troop gear and your Patrol equipment in the trailer(s).
- Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
- Take your Patrol Box Inventory with you to the Troop meetings. Do this to help decide what you need to buy for the next campout.

RESOURCES:

- None posted yet.

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was elected to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.



To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

