

TROOP 642 · OFFICE JOB DESCRIPTION

Librarian

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
First Class Scout	None	75% of meetings

Job Description

1. Lead by example: attend at least 75% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events.
2. Live by the Scout Oath and Scout Law. Let your actions at home, at school, and at Scouting events show that you know and live by them.
3. Wear the Field uniform correctly at troop meetings — proper shoes, socks, pants or shorts, belt, shirt, and merit badge sash — with the correct insignia sewn on your shirt.
4. Catalog the troop library and keep the merit badge pamphlets in alphabetical order.
5. Remove outdated merit badge pamphlets (and check whether a current digital version is available on the Scouting America website).
6. Keep a sign-out sheet for borrowed pamphlets, track returns, and follow up on overdue items.
7. Ask for donations of current pamphlets after summer camp, merit badge fairs, and merit badge classes.
8. Show Scout spirit.