

Service Unit School Coordinator

General Description: Works with Service Unit Recruitment Manager to serve as a school liaison

Term of Appointment: One year: may be reappointed based on performance. Appointed by Service Unit Manager and Recruitment Manager

Accountable to: Service Unit Volunteers and Recruitment Manager.

Responsibilities:

- Sign and submit your volunteer position agreement.
- Complete the onboarding process necessary to become a Girl Scout Volunteer.
- Serves as a coordinator between school administrators and Girl Scout volunteers, staff.
- Serves as a point person for families within the school that are interested in Girl Scouting.
- Works to coordinate interested families into functioning troops by recruiting adults as Co-Leaders.
- Creates and continues relationship with administrators, parent organization (PTO/PTA) within the assigned school.
- Notifies Girl Scout SU Membership Managers about events within the assigned school.
- Represents Girl Scouts at School functions when available and when not notifies SU Membership Manager or Regional Recruitment Manager to find coverage.
- Coordinates with front office staff and classrooms to make sure flyers are sent home.
- Involved in local community events when available.
- Attend Service Unit meetings

Qualifications:

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- No outstanding Council debts or related policy issue.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.

Service Unit School Coordinator Signature

Date