

## **Service Unit Communications Coordinator**

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- General Description:** Supervise the coordination of service unit events to ensure safety, risk management, adherence to policies, and connection to Girl Scout Leadership Experience outcomes.
- Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support
- Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

- Sign and submit your volunteer position agreement.
- Complete Service Unit Fall Product Manager training
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Attend Service Unit Kickoff Meeting in August
- Collect stories and pictures from Troop leaders and share with Marketing and Communications Staff for Council Social Media posts
- Communicate with Marketing and Communication staff on large scale Service Unit and Troop events
- Manage Service Unit Facebook page and/or Develop a newsletter to showcase area troops

**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.
- Background check results must meet council standards.
- 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.*

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Service Unit Communications Coordinator Signature

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Date