

Girl Scouts, Patriots' Trail Council, Inc. Service Team Position Descriptions

Girl Scouts, Patriots' Trail Council could not exist without all of the volunteers who give their time and energy to making Girl Scouts a treasured experience for thousands of girls each year. In order to best serve the girls in our council, the Council has been divided into communities called Service Units and each Service Unit is managed by a team of dedicated volunteers known as the Service Team. In this booklet you will find descriptions for all the current Service Team positions. Most positions can be divided between various volunteers or revised to meet the needs of the Service Unit. Individual job descriptions are available on request.

Benefits of Being a Service Team Volunteer

- ★ Be a member of the world's largest volunteer organization for girls.
- ★ Make new friends and have fun.
- ★ Be part of a team that is making a difference in the life of girls in your community.
- ★ Enhance organizational skills and gain experience in the Girl Scouts operational process.
- ★ Expand volunteer networking opportunities at the service unit and council level
- ★ Gain opportunities for personal growth.
- ★ Develop marketable skills in the areas of team building, problem solving, coaching, supervision and fund development.
- ★ Free and low cost trainings to help you develop your skills and interests.

Qualifications

- ★ Become a registered member of the Girl Scout Movement.
- ★ Willingness to support and promote the GSPTC goals and objectives.
- ★ Accept the Girl Scout commitment to work with all without regard to race, ethnic/cultural, religious, socio-economic, gender, sexual orientation or differing abilities.
- ★ Work with Council staff to develop goals for the Service Unit, report concerns and provide feedback on programs for Council review.
- ★ Take training relevant to your position.
- ★ Serve and participate as an integral member of the service unit team to acquire an awareness and working knowledge of the Service Unit needs.
- ★ Be a positive role model to girls and adults.
- ★ Have a sense of humor.
- ★ Participate in the Volunteer Management System.

**We hope that all volunteers have a
wonderful experience with Girl Scouting.**

Girl Scout Coordinator(s)

Girl Scout Coordinator(s) manage the work of the service team/unit and work with other volunteers to develop and retain Girl Scouting within the community(ies) they serve. If the position of the Girl Scout Coordinator is shared by multiple volunteers, all the volunteers share the responsibility to:

- ★ Work with the Service Team to recruit a new Girl Scout Coordination
- ★ Attend Service Team Trainings
- ★ Attend meetings called by council

Girl Scout Coordinators are appointed annually by the Membership Staff.

The position could be divided into the following categories:

Administrative: Work cooperatively with the council and forward council information to the service team/ unit. Recruit service team members, and ensure they follow council procedures and guidelines. Maintain communications with Leaders and service team, plans and chairs service team/unit meetings, monitors and evaluates the process of the service unit based on the Year Plan, and ensure that all girls in the Service Unit have an opportunity to be members.

Community Relations: Know what resources are available in the service unit. Interpret and promote Girl Scouting to community groups, parents, schools, etc., establish and initiate community contact and cooperative ventures to support Girl Scouting. Ensure that elected Area Association Delegate/Alternate Delegate's attend Area Association Meetings and other meetings as called by council.

Fund Development: Work with the Fund Development Department and/or the Family Partnership Coordinator. Coordinate all money earning activities including cookies, QSP, and ensure they all receive proper training. This position may also have the responsibilities of the service unit Treasurer.

Meeting Coordinator: Coordinate the service team/unit meetings. Work cooperatively with the council, and the Girl Scout Coordinator team to maintain communications with service team/unit. Schedule leader meetings, books the meeting site and invites all volunteers, plans the agenda with council staff/GSC input, arranges for guest speakers/presenters, and facilitates the meeting with Staff/GSC.

Registrar(s)

Registrar(s) assures that all girls and adults in the Service Unit who wish to be members of Girls Scouts are registered and that the appropriate forms and fees are submitted to a Council office on schedule. If the position of the Registrar(s) is shared by multiple volunteers:

- ★ All volunteers share the responsibility to work with the service team to recruit a new Registrar(s) and
- ★ A minimum of one volunteer must have computer knowledge and be familiar with on-line database.
- ★ Registrar(s) must attend Service Team Position Training and periodically attend meetings called by the council. If the service unit does not have a Troop Organizer; those duties would fall to the Registrar(s) and other members of the service team.

Fall Registrar: Distribute and receives all troop registration materials for the service unit between late August and early October. Submit all completed registrations and other appropriate forms, along with membership fees and accompanying donations (deposited to GSPTC's membership account) to the Council Registrars by the date specified by the council. Registrar is encouraged to work with the Girl Scout Coordinator and/or another volunteer to input data into E-Council by dates specified by council. Follows up regularly with troop leaders to ensure all "add-ons" are registered and checks for additions again in December before the cookie sale (all girls must be registered to sell cookies). Work with Girl Scout Coordinator and/or other volunteers to maintain records related to girls on a waiting list and assists in placing them in troops.

Spring Registrar: Distribute and receive all troop registration materials for the service unit in April through early June for Early Bird registration. See "Fall Registrar" above for remaining details of job description.

Cookie Chair

Service Unit Cookie Chairs manage the Council's annual cookie sale within their service unit. The Cookie Chair must have some computer knowledge. The Cookie Chair tasks are shared by multiple volunteers; all the volunteers share the responsibility to attend annual training and evaluation meetings, assist the service team and troop leaders recruiting managers, offers training to troop leaders, and support girl cookie program events.

The position could be divided into the following categories:

QuickBase Manager: Support troop cookie on-line data order entry, and insures that council deadlines are met, reviews initial troop cookie orders and recognition entries, assists with delinquent accounts, and is the key communication link for the troop Cookie Manager(s) and the council.

Distribution Manager: Receives cookie program supplies, and troop recognitions. Divides both program supplies and recognitions and distributes them to troop leaders.

Booth Sales Manager: Contacts booth sale sites in their community, develops troop sign up system, obtains all necessary permits, i.e. state or local and makes them available to all troops.

Delivery Manager: Contracts for Service Unit cookie delivery site, notifies Council and recruits volunteer staff for delivery day. Also manages delivery and troop pickups.

Cookie Sale Media Coordinator: Cookie Sale Media Manager helps promote the Council's annual cookie sale. She/he encourages enthusiasm and creativity for the cookie sale, may help to secure a site for a community Girl Scout Cookie kick-off, works with Booth Sale Manager for booth sales to be held during Girl Scout kick-off week, works with Council and Service Unit Media Manager to ensure coverage of the sale, in particular placing notices in local papers about local sales.

Troop/School Organizer(s)

Troop/School Organizers provide ongoing recruitment and placement of girls and adults into Girl Scout troops or groups, and help to extend Girl Scouting into under-served populations. Troop/School Organizers recruit girls/adults and place them in existing troops/groups or organize new troops/groups. Help locate and arrange meeting places that are sensitive to needs of all. Assure that leaders attend training for their position, and continue to support them.

New Leader Orientation Facilitator

Facilitator provides orientation to the Girl Scout Leadership Team Members using the most current materials provided by the Training Department/Membership Staff. Arrange orientation training dates and times to meet the needs of the service unit, submit paperwork documenting attendance at each orientation session to the council training department within one month of the session and encourage new leadership team to attend basic and age-level trainings.

Media Manager

The Media Manager provides support to the Public Relations Department as well as to their local service unit to promote and increase awareness of Girl Scouting in the local community. The Media Manager acts as liaisons between their communities and the Council by informing local media of service unit events, activities and accomplishments. They will promote and publicize Girl Scout events on the local community level through newspaper articles, interviews and photo opportunities. The Media Manager should establish and maintain strong contact with local news media, provide the council's Public Relations Department with articles and feedback on local media coverage of Girl Scouting, keep local media files for service unit as well as council archives, and communicate newsworthy activities and events to the council for inclusion in council publications.

Event Coordinator

Coordinate service unit events to support the council goals and meet service unit objectives (i.e: Try-It/Badge workshops, Thinking Day, service unit community wide ceremonies, etc.). Recruit volunteers to assist with event(s), utilize community resources as collaborators and supporters of the program. Evaluate programs and provides suggestions for changes and a budget for future events.

Family Partnership Coordinator

Family Partnership Coordinator provides leadership and direction for the service unit Family Partnership Campaign. Work cooperatively with the council Fund Development Department and/or the GSC Fund Development volunteer to promote the Campaign by phone-a-thons, door opening letters to Girl Scout Families, etc. Educates the service unit as to where and how the funds are spent. Helps council, educate, recruit and train Family Partnership volunteers. Works with the service unit to plan and facilitate the campaign, provide support and enthusiasm to the volunteers, monitor and report the Campaign progress.

Treasurer

The service unit Treasurer maintains and oversees the service unit finances including the service unit bank account(s) and community budget with the service team to oversee expenditures. They complete the yearly treasurer's reports and submit to council. The Treasurer may also be responsible for the Juliette bank account within their service unit.

Secretary

Records the minutes of each service unit meeting and forwards them to anyone who requests them. The Secretary maintains a leader contact list and assists with getting additional information to the service unit leaders and volunteers. Should have computer knowledge and helpful to have Web-Site design experience.

Adult Recognition Specialist

Adult Recognition Specialist ensures that adult recognitions are awarded in the service unit. Prepares, with the input of the service team, and submits GSUSA nomination forms to council staff by January 15th of each year. Prepares, with the input of the service team, and submits nomination forms for appropriate service unit level recognitions. Maintains current records of adult recognitions awarded. Maintains communication with volunteers informing them of what kinds of Adult Recognitions are available and what they have to do to earn them.

Older Girl Specialist (11-17)

Older Girl Specialist provides ongoing support to 11-17 year old girls, and their advisors. The Specialist initiates and maintains contact on a regular basis, help with program ideas and planning, ensure that advisors have received proper training, and encourage advisors to participate in council workshops and sponsored events.

Younger Girl Specialist (5-10)

Younger Girl Specialist provides ongoing support to Leaders working with 5 to 10 year old girls. The Specialist initiates and maintains contact with troop leaders on a regular basis, and help with program ideas and planning ensure that the leadership teams have received proper training, and encourage leaders to participate in council workshops and sponsored events.

Juliette Coordinator

Juliette Coordinator ensures connections between individual girls and the service unit. The Coordinator retains membership lists of all individual girl members, coordinates a registration system to ensure continuity of service, and provides individual girl members with information on all service unit and council-wide events. Assess program needs of individual girl members and make recommendations to Service Team, and provide local plans that will allow individual girl members to participate in the cookie sale. The Coordinator may be responsible for the Juliette bank account within their service unit.

Alumnae Liaison

The Alumnae Liaison is the link between GSPTC and the service unit on matters pertaining to the Alumnae Association. The Alumnae Liaison promotes and provides Alumnae Association information and activities to the service unit.

Religious Recognitions Coordinator

The Religious Recognitions Coordinator promotes Religious Recognition for Girl Scouts, serves as a liaison to the service unit, promotes current or upcoming religious recognition activities or events, maintains a record of girls and adults receiving recognition, and serves as the link between the Service Unit and the religious community.

Area Association Delegate and Alternate Delegate

The Area Association Delegate/Alternate provides an opportunity for membership participation in the policy activities and business of the council. In order to serve as an Area Association Delegate or as an Alternate Delegate, a volunteer must be an adult volunteer or girl ages 14 or over and must be registered with Patriots' Trail. Delegates are elected to serve a two year term with a maximum of three consecutive terms (six years), and must attend Delegate/Alternate training. Delegates should attend service unit meetings to inform volunteers of current Board concerns, Board policy business and council goals and objectives. They must attend the Fall and Spring meetings scheduled by council, attend Annual Meeting to vote on matters brought to the council, including election of the Board of Directors, election of the Nominating Committee, amendment of the bylaws and action on other matters of broad concern. Alternate delegates should fulfill the same tasks as delegates, but may vote at the Annual Meeting only in the absence of a delegate.