 Service Unit Welcome Coordinator

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| **Purpose** | **Accountable To** | **Term** |
| Provides orientation, training, and support to new Girl Scout Troop Leaders | Service Unit Volunteers and Troop Support | One Year Appointed by Service Unit Volunteers May be reappointed based on performance  |
| **Responsibilities** | * New Leader Support
* Serve as a cheerleader for new Leaders
* Ensure volunteers know where to find resources available to them
* Invite new Troops and/or girls to events, activities and programming
* Ensure adult volunteers are aware of Council trainings and enrichment workshops
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| **Other Responsibilities** | * Onboard New Leaders
* Maintain a positive attitude
* Assists new Leaders
* Promote the Girl Scout Leadership Experience
* Educate volunteers on the benefits of the national program and their role in developing leadership in girls
* Ensures GSLE is evident in all Service Unit programming
* Ensure New Leader Welcome is provided to each new volunteer within the guidelines set by the Council
* When needed, SUWS will deliver orientation
* Provide new Troop Leaders with direction for tasks to be accomplished prior to meeting with girls
* Monitor the start-up of new Troops and advise Leaders on establishing parental support and effective parent communications
* Provide ongoing support to new Leaders
* Remain informed about and comply with the most current policies, procedures, and guidelines of GSCCS and GSUSA
* Coach volunteers on the Volunteer Toolkit
* Attends first meetings of troops as needed
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| **Required Qualifications** | * Registered & screened Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy
* Ability and desire to work with and serve people from diverse backgrounds
* Adheres to Council policies
* Able to maintain confidentiality when sensitive issues arise
* Knowledgeable and versed on Council financial policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints*
* Good oral, verbal and written communication - express ideas and facts clearly and accurately
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| Your appointment to the above position begins on and will continue to September 30, 20  |
| Service Unit | Printed Name | Signature | Date |
| Appointed by | Printed Name | Signature | Date |

*\*This position can be shared*