 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 | | | | | |
| **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 | | | | | |
| **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 | | | | | |
| 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*