



Girl Scouts®



Service Unit Program Consultant Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To support and assist Girl Scout volunteers, particularly leaders, in planning and carrying out an effective Girl Scout program.

QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio including completion of background check.
- Be willing to take initial and ongoing training related to the position.
- Understand and be able to apply the Girl Scout program and design including application of theory related to program.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have knowledge of available Girl Scout and community resources and understand their use.
- Have effective communication, human relation, problem-solving, and conflict resolution skills.
- Be accessible and willing to communicate with parents/guardians, volunteers, paid staff, and community groups.

TERM OF APPOINTMENT: One (1) year, including option for reappointment after annual performance evaluation. Time commitment is ongoing.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Attend service team meetings** and share in planning and implementing service unit meetings and activities.
- **Initiate ongoing learning experiences** that increase volunteers' understanding of the Girl Scout program:
 - Reinforce the use of the Girl Scout program goals to guide activities, choices and planning.
 - Take action to initiate and achieve program priorities.
 - Support the girl/adult planning concept.
 - Promote beyond the troop/group interaction within the service unit.
- **Act as a resource provider** ensuring access to Girl Scout resources, community resources, and training:
 - Use and interpret Girl Scout age level handbooks and understand program activity related procedures.
 - Promote local opportunities, as well as council sponsored opportunities, and other resources.
 - Ensure that adult volunteers are aware of council trainings and enrichment workshops.
 - Facilitate networking within/among the service unit and community.
- **Act as a troop management advisor**, working with leaders to address issues and concerns within the troop/group setting:
 - Identify opportunities for constructive feedback.
 - Assist with decision-making and problem-solving while maintaining confidentiality.
 - Address girl-related issues
 - Provide support for money earning activities.

APPOINTED AND MANAGED BY: Program Services Specialist

SUPPORTED BY: Program Services Specialist, Service Unit Manager, Service Team, Field Team, and other paid staff.