



Girl Scouts.

New Leader 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 new Girl Scout leaders in the application, approval and appointment process and to provide information on available support systems for 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 willing to support procedures related to the application and appointment process.
- 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 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 and paid staff.

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:

- **Inform prospective new leaders on application and approval process and how to get started through “New Leader Link.”**
 - Volunteer Application
 - Reference/Background Check Requirements
 - Training Requirements
- **Identify and manage mentoring process and new leader mentors.**
 - Work with new leaders and mentors to assess effectiveness of mentor process.
- **Provide introduction to service unit and service unit team and support systems available through the service unit:**
 - Introduce new leaders at service unit meetings.
 - Explain purpose and function of service unit and service team.
 - Promote attendance of service unit meetings and service unit web site access of information.
 - Promote importance of attendance/completion of council trainings and enrichment workshops.
 - Facilitate networking within/among the service unit and community.
- **As new leader advisor, work with** leaders to address issues and concerns on getting started with the troop/group setting.

APPOINTED AND MANAGED BY: Program Services Specialist

SUPPORTED BY: Service Unit Manager, Service Team, and Program Services Specialist