



Girl Scouts®

# Service Unit Recognitions Chair 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 plan, implement, and evaluate service unit recognition events for adult volunteers and to collect and screen recommendations related to council-wide recognition events.

## QUALIFICATIONS:

- 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.
- Be willing to complete a background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- 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.
- 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*.)
- Have basic mathematical skills.
- Be dependable, honest, and trustworthy.
- Be comfortable training groups and individuals and managing the work of others.
- Be willing to use discretion in all confidential matters.
- Be detailed-orientated and organized with willingness and ability to meet deadlines.

## TERM OF APPOINTMENT:

One (1) year with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position.

## ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Ensure opportunities** for formal and informal recognitions within the service unit.
- **Plan, implement, and evaluate** service unit recognition events, including logistics and budget.
- **Educate troop leaders and volunteers** about the council wide recognitions.
- **Provide service unit and other volunteers** with training on writing nomination letters.
- **Assist volunteers with completion of** appropriate nomination paperwork.
- **Collect and review recognition nominations** on volunteers within the service unit and verify criteria.
- **Determine recognition items for volunteers** at the service unit level.

**APPOINTED AND MANAGED BY:** Service Unit Manager.

**SUPPORTED BY:** Service Unit Manager, Training Delivery Specialist and paid staff.