

## Service Unit Program Coordinator

### **Term:**

October 20\_\_\_\_ through September 20\_\_\_\_

All Service Unit positions will have a two-year term limit. Following the two-year term limit, volunteers may express their interest for another two-year term and would participate in the selection process. Service Unit Volunteers may serve two consecutive terms and can then apply for another position or apply for the previously held position after at least a one term (two-year) break.

**Purpose of this position:** To work with GSSOAZ staff, Service Team, and troops to coordinate meaningful programming opportunities for girls and troops. This position will collaborate with GSSOAZ to create an inclusive, diverse, and friendly environment for all GSSOAZ participants.

### **Girl Scout Values:**

- Role model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise & Law.
- Be up-to-date with all Girl Scout news, curriculum, policies, procedures and events in the area.
- Be available in the community to answer questions and connect with new volunteers in a positive and uplifting manner.
- Communicate in a respectful, prompt, and effective manner to peers and girls and maintain confidentiality where necessary.

### **Responsibilities:**

- Complete all initial and recurring trainings required for your role on the Service Team.
- Collaborate with Service Team, troops, and Khaki Crew Service Team to coordinate meaningful program opportunities for all Girl Scouts in their Service Unit.
- Work with troops and Service Team to ensure events support the Girl Scout Leadership Experience (GSLE) outcomes.
- Encourage girl-led planning and execution of activities.
- Plan and coordinate programs and activities in support of the SU Plan of Work
- Build and maintain relationships with community partners and other organizations in the Service Unit.
- Provide regular updates to troops regarding events and programs happening in the Service Unit via email, social media, etc.
- Attend Service Team, and Service Unit meetings
- Be up-to-date with updates to Volunteer Essentials, Safety Activity Checkpoints and Blue Book of Basic Documents

**Qualifications:**

- **Ability to Focus on Girl Scouts:** Understand that the Girl Scout Leadership Experience is based on girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds
- Ability to speak and write clearly, accurately, and enthusiastically
- Basic knowledge about your community and its resources
- Demonstrate strong group and interpersonal communication skills, ability to lead.
- Strong DEI and cross-cultural communications skills, including the ability to communicate and recruit effectively with diverse communities who live in your service unit.
- All Service Team volunteers must maintain a registered membership and current background check with GSSOSAZ.
- Have read and signed Code of Conduct, Volunteer Essentials, and first 16 pages of the Safety Activity Checkpoints for the current membership year.
- Be organized, and have the ability to keep accurate and up to date records of events.
- Have regular access to a computer, internet, telephone and valid email address.