

Position Description Service Unit Adult Award Coordinator

Title: Service Unit Adult Award Coordinator

Appointed by: Service Unit Manager(s) and the Membership Specialist

Reports To: Service Unit Manager

Term of Appointment: The Service Unit Adult Award Coordinator is appointed for a one year term that is renewable upon completion of evaluation process. This position requires an average of 5 hours a month.

Job Summary: Maintain records of all adults' years of service and membership in the Service Unit. Encourages Service Unit members to nominate volunteers for appropriate awards. Ensures Service Unit volunteers receive recognition throughout year.

Support: The Service Unit Adult Award Coordinator receives support, guidance, and encouragement from the Service Unit Manager, and the Service Unit Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete the Volunteer Interest Form
- Complete background check
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal Integrity
- Adaptability
- Oral and written communication - express ideas and facts clearly and accurately
- Foster diversity-willingness to work with diverse groups and cultures in a positive manner
- Computer skills – access to email and the Internet
- Owe no outstanding balance to GSCSNJ

Position Description

Service Unit Adult Award Coordinator

Responsibilities:

- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central & Southern NJ (GSCSNJ) and Girl Scouts of the USA (GSUSA).
- Maintain a list of Service Unit members' awards records (both Service Unit and Council)
- Maintain a list of Service Unit members' years of service and years of membership
- Promote and distribute the Council Adult Recognition materials to all Service Unit members (leaders and parents) and request nominations
- Coordinate submissions for Council awards
- Work with Service Unit Team to promote regular leader appreciation throughout the year for the Service Unit
- Promotes leader appreciation day and week
- Coordinates a beginning of the year Investiture/Rededication Ceremony
- Coordinates an end of year leader appreciation event for the Service Unit

Position Agreement

The responsibilities of this position; Service Unit Adult Award Coordinator, have been discussed with me, and I have agreed to fulfill them to the best of my ability for the _____ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>