

Position Description Service Unit Coach

Title: Service Unit Coach

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

Reports To: Service Unit Manager

Term of Appointment: The Service Unit Coach is appointed for a one year term that is renewable upon completion of evaluation process. This position requires an average of 6 hours a month.

Job Summary: The Service Unit Coach provides direct assistance and support to volunteers regarding Girl Scout Program; including Journeys and Badges.

Support: The Service Unit Coach receives support, guidance, and encouragement from the Service Unit Manager, and 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 Background check
- Complete required coursework 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
- Experience in community organizing and demonstrated team building abilities
- Foster diversity- willingness to work with diverse groups and cultures in a positive manner
- Computer skills – access to email and the Internet
- Excellent interpersonal skills
- Ability to foster teambuilding
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines and objectives
- Owe no outstanding debts to GSCSNJ
- Have the ability to attend Service Unit meetings
- Have the time, and flexibility to meet with volunteers at mutually agreeable times
- Knowledge of Girl Scout programming and materials (VTK, Journeys, Girls Guides, etc.)

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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)
- Provide regular mentoring to troop leaders
- Attends the monthly Service Unit meeting to help leaders with questions and introduce new leaders
- Provide support to new leaders by reaching out directly to them monthly during their first year
- Support new leaders with their parent meeting and troop meetings
- Provide volunteers with knowledge of the VTK (Volunteer Toolkit) by encouraging and helping troops to set up their year plan
- Provide volunteers with assistance in using GSLE program materials for their specific level
- Deliver information on Council training and program opportunities
- Encourages new leaders to review their position descriptions

Position Agreement

The responsibilities of the Service Unit Coach position 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>