

## Position Description Service Unit Juliette (Independent Registered Member) Coordinator

**Title:** Service Unit Juliette Coordinator

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

**Reports To:** Service Unit Manager

**Term of Appointment:** The Service Unit Juliette Coordinator is appointed for a one-year term that is renewable upon completion of evaluation process. This position requires an average of 4-8 hours a month.

**Job Summary:** Maintains communications with all Juliettes in the Service Unit.

**Support:** The Service Unit Juliette 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 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 with varying lifestyles and cultures in a positive manner*
- Computer skills – *access to email and the Internet*
- Owe no outstanding balance to GSCSNJ
- Have the ability to attend the Service Unit meetings

## **Position Description**

### **Service Unit Juliette (Independent Registered Member) 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)
- Maintains a list of Juliette Advisors
- Keeps Juliette Advisors informed of Service Unit events
- Guides Juliette Advisors in how to participate in the Council Product Programs
- Welcomes all new Juliette Advisors to the Service Unit with introductory email/call
- Plans events for Juliettes as needed
- Acts as a liaison between the Juliette Advisors, the Service Unit, and the Council
- Helps Advisor support Juliettes in their pursuit of earned recognitions and Girl Awards
- Attends monthly Service Unit leader meeting to support Juliette Advisors

#### **Position Agreement**

The responsibilities of this position; Service Unit Juliette 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>