

# Volunteer Job Description



**Job Title:** Service Unit Opportunity Consultant **Department:** Membership

**Appointed by:** Service Unit Manager

**Purpose:** to promote troop availabilities for new members and for volunteer positions

**Support:** the opportunity consultant receives support and collaboration from the staff Recruitment Manager, Service Unit Support Manager/Membership Manager, Service Unit Manager, and other Service Unit volunteers

## Responsibilities:

Maintain and expand troop opportunities in the Opportunity Catalog:

- Ensure accurate availabilities and meeting info for troops on the Catalog
- Promote Opportunity Catalog listing to Troop Leaders
- Conduct targeted outreach to expand troop availabilities for underserved areas or grades

Assist in placement for girl members needing troops:

- Reach out to Troop Leaders to find appropriate placement
- Think creatively to find placement for hard-to-place girls (girls far from other troops, older girls, girls with specific program preferences, etc.)

Promote older girl opportunities within the Service Unit:

- Reach out to troops serving older girls to understand which troops focus on specific programming (outdoors/camping, entrepreneurship, community service, etc.)
- Promote the inclusion of these troops in the Opportunity Catalog, along with customize description

Access Looker reports and share as needed with Service Team and unit

Maintain confidentiality of data

Utilize Looker Reports to update school assignments for girls

Verify minimum number of Troop Leaders and girls in each troop in addition to Troop Cookie Manager volunteer assignment

Monitor Volunteer Background Check status and expiration date for all active volunteers, and follow-up with volunteers needing background checks

Be guided in all actions by the Girl Scout Mission, Promise, and Law

Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of NE Kansas & NW Missouri (GSKSMO) and Girl Scouts of the USA (GSUSA)

## Standard core competencies:

- Computer skills: Access to email and the internet. Familiarity with Microsoft Office Excel
- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- Personal integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Foster diversity: Understand, respect, and embrace differences

## Additional qualifications required:

- Demonstrated group and interpersonal communication skills.
- Background in sales or customer service is a plus
- Excellent organization and project-management skills
- Complete required Girl Scout training as assigned
- Bilingual preferred (if applicable)
- Must pass a background check
- Become a registered member of GSUSA

*This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.*