



SU Welcome Specialist Volunteer Job Description

Department: Mission Delivery
Appointed By: Service Unit Manager (SUM)

Purpose: The SU Welcome Specialist (SUWS) provides orientation, training, and support to new Girl Scout troop leaders.

Term of appointment: One Girl Scout year, with possibility for continued service

Support: Direct support is provided by the SUM and Service Unit Support Manager (SUSM)/Membership Manager (MM). She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Ensure Service Unit Orientation is provided to each new volunteer within the guidelines set by the council; utilizes council resources to execute training. When needed, SUWS will deliver orientation.
- Provide new troop leaders with direction for tasks to be accomplished prior to meeting with girls.
- Monitor the start-up of new troops and advise leaders on establishing parental support and effective parent communications.
- Provide ongoing support to new leaders.
- Ensure adult volunteers are aware of council trainings and enrichment workshops.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSKSMO and GSUSA.

Core Competencies:

- 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.
- Computer skills: Access to e-mail and the Internet.

Requirements:

- Must be a registered member of GSUSA
- Must pass a criminal background check
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Ability to keep accurate records
- Willingness to work effectively with other team members
- Ability to communicate in a professional manner
- Demonstrated group and interpersonal communication skills
- Background in customer service and support or other relevant fields
- Excellent organization and project-management skills

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.