



Recognition Chair

Department: Mission Delivery

Appointed By: Service Unit Manager (SUM)

Purpose: Coordinate service unit recognitions for adult volunteers and submit nomination forms for council level awards.

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

Support:

Direct support is provided by the SUM, with additional support on the nomination process from the Service Unit Support Manager. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Recruit and manage 2-4 persons to serve on your recognition committee.
- Encourage and educate troop leaders and volunteers on nomination process and nature of awards.
- Initiate and support the nomination process and meet the deadlines for submitting forms and letters of support.
- Coordinate with committee members to plan a recognition event for the service unit.
- Plan and implement informal and/or formal recognitions for volunteers in the service unit.
- Become familiar with criteria for GSUSA and council adult recognitions awards.
- Complete position training.
- 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.
- Event-planning experience a plus
- Background in customer service and support or other relevant fields preferred
- Excellent organization and project-management skills
- Leadership skills and experience a plus
- Experience in communications and use of technology to support dissemination of information

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.