

# Adult Recognitions Coordinator Volunteer Position Description



## Purpose

- Coordinates recognition of adult volunteers and other special groups within the service unit. Works directly with the service team, troop leader, and council staff.

## Responsibilities

- In collaboration with the service team, builds the service unit's adult recognitions strategy during the Plan for Success. This will include a plan for recognizing specific groups, such as: service unit volunteers, graduating girls, girls earning Highest Awards, Board-approved award recipients, and any other achievements/groups your service team would like to celebrate within your service unit.
- Along with assistance from the service team, organizes an end-of-year celebration for the service unit. Examples from previous end-of-year celebrations include: formal dinner, casual potluck, leader-daughter ice cream social, awards night, Sunday tea, dinner and a craft workshop, etc.
- Creatively recognizes volunteers in other ways throughout the year, both formal and informal.
- Maintains spreadsheet to help your service unit track important information such as: years of service; years as a Girl Scout; graduating girls/girls bridging to adult; girls earning Highest Awards; Board-approved awards and Volunteers of Excellence.
- Works with the statewide Adult Recognitions Committee, which will provide support and collaboration you can bring to your local volunteers.
- May help read council-wide Board-approved award nominations.
- Attends service team and leader meetings.

## Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Passion for celebrating good works and achievements, and for creating a year-round culture of appreciation.
- Strong ability to create and follow plans and budgets.
- Aptitude for organizing and tracking detailed information from multiple sources.
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Works productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds

## Desired Qualifications

- Enthusiasm for sharing and promoting positive communication within your service unit, such as creating Facebook posts, flyers, emails, contacting the media (following GSME guidelines), etc.
- Familiarity with Microsoft Excel and Adobe Acrobat.
- Effective oral, verbal, and written communication—express ideas and facts clearly and accurately.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.