

## Global Action Team Travel Coordinator Position Description

- Title:** Global Action Team Travel Coordinator
- Term:** Council wide volunteer, appointed annually, with the option of reappointment based on demonstrated ability to fulfill the responsibilities of the position
- Accountable To:** Program Director; Highest Awards & Teen Experience Program Specialist; GSME Global Action Volunteer
- Purpose:** Global Action Team Travel Coordinator works with Global Action Volunteer and Global Action Team to create or advance programming and education in a variety of areas, with the goal of developing an increased awareness of global Girl Scouting and the interconnectedness of girls and girls' issues throughout the world.

### Primary Responsibilities:

- Works as a member of the Global Action Team to meet the goal of “to provide consistent global programming for every Girl Scout at the local level.”
- Becomes familiar with *all* global Girl Scout travel opportunities, including but not limited to, GSUSA Destinations, GSME Girls on the Go and GSME Goes To... Travel.
- Becomes familiar with GSUSA travel resources located on the GS Travel website ([forgirls.girlscouts.org/travel](http://forgirls.girlscouts.org/travel)), such as Guide to U.S. Travel, Global Travel Toolkit and Road to Global Travel.
- Prepares Girl Scouts to travel internationally, meet Girl Guides and Girl Scouts from other countries, and/or organize Global Take Action projects.
- Coordinates Girls on the Go traveling domestically and internationally to include:
  - Researching trip opportunities and costs
  - Surveying GSME girl membership to determine a 5+ year schedule for girl planning
  - Coordinating recruitment for trips
  - Coordinating monthly meetings for each trip to cover topics such as safety, culture, packing, money, paperwork and expectations
  - Assisting girls with trip planning, money earning ideas/plans and team building
- Coordinates global travel promotions, in conjunction with the Global Action Promotion Coordinator, through articles in Compass, GSME social media posts, and speaking engagements.
- Becomes familiar with and explores travel opportunities at each World Center – Our Cabaña, Our Chalet, Pax Lodge, Sangam and Kusafari.
- Becomes familiar with the goals and activities of the World Association of Girl Guides and Girl Scouts (WAGGGS).
- Promotes and participates in global opportunities, both council-wide and regionally.
- Researches and locates resources to further global awareness.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.

### Core Competencies:

- Be a registered member of Girl Scouts of the USA.
- Must complete a volunteer application and background screening, renewable every 5 years (as required by GSME).
- Complete GSME's Let Go: Trips 3 Nights or More and any other required training as assigned and provided by GSME and GSUSA within three months of appointment.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSME and GSUSA including *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Commitment to inclusion of all girls and volunteers, regardless of race, ethnicity, physical or mental differences, geographic locations, socioeconomic status, educational , or any other differences
- Respect for diverse viewpoints and willingness to engage in discussion
- Ability to work well with girls and other adults.

### Commitment of Volunteer Time:

- Attend monthly Global Action Team meeting (via virtual connection)
- Check and respond to emails
- Complete projects according to project time schedule

### Support:

- The **Global Action Team Travel Coordinator** receives support, guidance, and encouragement from the Global Action Volunteer, Highest Awards & Teen Experience Program Specialist, and the Program Director.

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**Global Action Travel Coordinator**  
**Signature & Date**

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**Global Action Volunteer**  
**Signature & Date**

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**Highest Awards & Teen Experience Program**  
**Specialist**  
**Signature & Date**