

POSITION DESCRIPTION: SERVICE UNIT COMMUNICATION COORDINATOR

You Can Do It!

You go the extra mile to ensure that accurate and essential information is consistently shared with all service unit volunteers. You think outside the box to find opportunities in your local community to promote Girl Scouts and inspire others to join Girl Scouts.

Your Commitment

Upon successfully completing one-year appointment you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including service unit team members, volunteer support specialists, marketing and communications staff, and customer care specialists.

Success Looks Like

- ⇒ Being an active member of the service unit team any assisting with establishing and implementing service unit goals with the support of the service unit manager, volunteer support specialists, and other team members
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout members
- ⇒ Attending council-sponsored meetings, such as kick-offs, town halls, multi-service unit events, and the Annual Meeting
- ⇒ Participating in service unit meetings by regularly reporting communication updates, such as changes in service unit communication methods or social media groups and promoting local Girl Scouts in the news
- ⇒ Ensuring that all service unit volunteers and members have equal access to service unit social media pages, email lists, and other forms of group communication
- ⇒ Creating an inspirational and supportive atmosphere on any communication platform by being an active administrator and ensuring that all posts and group chats are for the benefit of the whole group
- ⇒ Encouraging volunteers to submit information to local media outlets to promote local Girl Scout experiences and opportunities
- ⇒ Acting as a vital link to connect the service unit and its volunteers with council's marketing and communications department to ensure that information and photographs are submitted to council for highlighting in GSWPA publications

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology

