

Summary: The adult development coordinator promotes and coordinates council-wide learning opportunities and provides additional learning opportunities within the service unit. They ensure compliance with training requirements to ensure quality program consistent with the Girl Scout Leadership Experience.

Term of Appointment: The adult development coordinator is appointed for a one-year term that is renewable upon completion and evaluation processes.

Supervision: Reports to adult development manager

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- Promote council-wide learning opportunities.
- Attend volunteer meetings and provide additional learning opportunities.
- Provide grade level support/mentoring and answer questions, including for parents of individually-registered girls.
- Recruit, appoint and oversee adult development associates and coordinate all efforts of this team.
- Oversee adult recognitions for the service unit.
- Ensure that volunteers are in compliance with training requirements.
- Attend service team and service unit volunteer meetings.

Position Competencies:

- Be able to give the necessary amount of time, energy, and interest required by the position.
- Have effective communication and presentation skills.
- Have knowledge of Girl Scout program and belief in girl/adult partnership.
- Understand the importance of training in developing and retaining quality leaders.
- Believe in the importance of recognition in retaining quality leaders.

Core Competencies:

1. **Girl Focus:** Through adult learning opportunities, foster girl-adult partnership, and opportunities for girl-leadership development.
2. **Adaptability:** Adjusts, modifies own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
3. **Fostering Diversity:** Understands that individuals bring different experiences to Girl Scouting and embraces those differences.
4. **Oral Communication:** Uses public speaking skills to deliver clear, organized and vibrant presentations or information to the individual or group.
5. **Personal Integrity:** Demonstrates dependability, honest, and credibility.