

Summary: The volunteer provides/coordinates all aspects of the Volunteer Management System for the service unit ensuring volunteers are provided with compatible volunteers' experiences consistent with the Girl Scout Leadership Experience.

Term of Appointment: The volunteer coordinator is appointed for a August 1 - July 31 term that is renewable upon completion of evaluation processes.

Supervision: Reports to the membership 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).
- Provide/coordinate the Volunteer Management System which includes guidance through the application process, background check, interview, appointment and reappointment.
- Mentor adults through the volunteer application process.
- Ensure current volunteers have a chance for self assessment.
- Oversee the reappointment/reassignment process.
- Attend service team and volunteer meetings.
- Communicate on a regular basis with the membership manager.

Position Competencies:

- This position requires the volunteer be able to give the necessary amount of time, energy and interest required by the position.
- This position requires the volunteer have effective communication and presentation skills.
- This position requires the volunteer have knowledge of the Girl Scout program and belief in girl/adult partnership.

Core Competencies:

1. **Girl Focus:** Through the Volunteer Management System, 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 and 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 and organized information to the individual or group.
5. **Personal Integrity:** Demonstrates dependability, honesty and credibility.