

Volunteer Position Description

Position Title: Girl Experience Mentor (GEM)	Position Type: Service Team Member
Position Term: 1 Year (September 1 - August 31)	Staff Liaison: Program Specialist

Girl Scout volunteers help craft girl experiences—from the way they run their cookie businesses to the way they speak up in meetings. Volunteers teach girls new skills and help them find the confidence they need to bring their unique ideas to life and make changes that they never thought possible. And as they help girls learn, grow, and lead, volunteers have the support of their local Girl Scout community: the service unit team. You can be that support! Volunteer with your service team to help set up volunteers for success and growth—honing your own leadership and organizational skills along the way. It's a win-win!

Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Core Values:

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect, and Take Action.
- **Adaptability:** Adjusts, modifies one's 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. Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity, or opposition.
- **Fostering Equity:** Understands that individuals bring different experiences to Girl Scouts and embraces those differences. Actively seeks to be inclusive of every girl wishing to participate in Girl Scouts.
- **Oral Communication:** Expresses ideas and facts clearly, concisely, and accurately.
- **Personal Integrity:** Demonstrates dependability, honesty, and credibility. Serves as a role model for ethical business practices.

Qualifications:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete the volunteer appointment process, including completing and passing a background check.
- Agree to and be guided in all actions by the Girl Scout mission, Promise, and Law.
- Working knowledge of and comply with the current Girl Scouts of Oregon and Southwest Washington (GSOSW) *Council Volunteer Policies and Procedures* as well as GSOSW and GSUSA guidelines.
- Complete the current troop leader onboarding requirements (available online and in-person). Day Trips, Indoor Overnights, and Extended Travel training are strongly recommended.
- Access to a computer, reliable internet, email, phone, as well as basic knowledge of the Microsoft and Google suites of programs.
- Understanding of the Girl Scout year and multiple years of experience with Girl Scouting on a troop level and at each program level.

Position Summary: The girl experience mentor (GEM) focus is helping troop leaders understand Girl Scout programming and incorporate the Girl Scout Leadership Experience (GSLE) into their troop experience. More broadly, the GEM educates, mentors, and supports volunteers in finding purpose and inspiration in the Girl Scout Leadership Experience and Girl Scout programming; facilitating girl-led experiences through progression; delivering fun, girl-led Girl Scout events; and championing a well-rounded Girl Scout experience.

Term of Appointment: The girl experience mentor is appointed for a one-year term (September 1 - August 31) that is renewable upon completion of an evaluation process.

Time Commitment: The girl experience mentor will spend several hours per month attending monthly service unit team and volunteer meetings to plan and support local activities. In general, non-peak seasons require 30 minutes to two hours per week to conduct service unit business with additional time spent (one to five hours per week) during peak seasons and commensurate with the service unit size.

Training and Supervision: Training is guided by the GSOSW staff and is required prior to official appointment to the position. The staff liaison is a GSOSW Program Specialist.

Location: The girl experience mentor must be located within the geographical boundaries of the service unit, with some local travel for service unit events and occasional long-distance travel for Girl Scout events.

Primary Responsibilities

- Stay up-to-date with GSUSA and GSOSW programming.
- Meet with every troop in the service unit *at least* twice each membership year, and more as needed, to support engaging in Girl Scout progression-based programming.
- Aid troops in having a well-rounded experience and year-plan, supported by the Volunteer Toolkit.
- Educate and support the service team in implementing the GSLE at service unit events.
- Promote girl awards, including Girl Scout Bronze, Silver and Gold Awards.
- Process and approve *Community Service Bar Application(s)* (form #135).
- Champion, process and approve *Golden Trefoil Application(s)* (forms #134a and #134b).
- Attend service team and service unit volunteer meetings.
- Champion and mentor others in diversity, equity, inclusion, and accessibility principles in accordance with *Volunteer Essentials* and *GSOSW Council Volunteer Policies and Procedures*.

Position Competencies:

- Strong presentation skills, and comfortable coaching and mentoring peer or near-peer volunteers.
- Knowledge of and experience with the Girl Scout Leadership Experience (GSLE), Girl Scout programming, Girl Scout progression, and *GSOSW Council Volunteer Policies and Procedures*.
- Technically savvy, including hosting webinars and virtual meetings with volunteers.
- Experience and a good understanding of utilizing the Volunteer Toolkit (VTK).
- Has supported Juliettes, troops, or patrols with Girl Scout travel, outdoor high adventure activities, or teen mentorship and highest awards.

Work Conditions:

- Indoor environment – 80%
- Outdoor events – 20%
- Travel to other locations – 5%
- Use of computer, phone, and other office equipment – 75%

Physical Requirements:

- Standing – 10%
- Walking – 15%
- Sitting – 75%
- Use of Computer – 75%
- Lifting up to 25 pounds – 5%
- Reaching above shoulder level – 5%
- Driving – 10%

Reasonable accommodations may be made for volunteers unable to meet all the requirements of this position. Connect with your position liaison to request accommodation.

Volunteer Acknowledgement: Please review and sign the *Volunteer Agreement Form* upon appointment to your position.