

## Volunteer Position Description

<b>Position Title:</b> Travel Coordinator (TC)	<b>Position Type:</b> Service Team Member
<b>Position Term:</b> 1 Year (September 1 - August 31)	<b>Staff Liaison:</b> 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.
- Have personal experience or a deep understanding of advising Girl Scouts in planning girl-led, progression-based troop travel experiences.

**Position Summary:** The service unit travel coordinator (TC) supports and coaches volunteers in planning troop travel that is girl-led, safe, and progression-based (age/experience appropriate). They understand, uphold and abide by GSOSW *Council Volunteer Policies and Procedures* and are comfortable accessing and sharing resources to support Girl Scout travel. The TC keeps detailed records of troop travel for the service unit and guides volunteers through the trip approval process.

**Term of Appointment:** The service unit manager is appointed for a one-year term (September 1 - August 31) that is renewable upon completion of an evaluation process.

**Time Commitment:** The travel coordinator 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 support troop travel and conduct service unit business. Additional time (one to five hours per week) may be needed 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 travel coordinator must be located within the geographical boundaries of the service unit they support, with some local travel for service unit events and occasional long-distance travel for Girl Scout events.

### **Primary Responsibilities:**

- Attend service unit volunteer meetings and service team meetings.
- Support and coach volunteers in the delivery of quality, girl-led Girl Scout travel experiences.
- Follow GSOSW *Council Volunteer Policies and Procedures* as outlined in the most current edition of *Volunteer Essentials, Safety Activity Checkpoints*, and applicable state health and safety laws.
- Regularly share travel information and facilitate travel workshops at service unit volunteer meetings.
- Schedule individual meetings with volunteers to coach them through planning and supporting progression-based, girl-led Girl Scout troop/group travel and high-risk activities.
- Review and approve short-term troop travel or high-risk activity trip paperwork (*Trip Planning Summary* (form #119a) and *Training and Roster Verification* (form #119b)) for troop/group travel.
- Support volunteers in planning girl-led additional money-earning activities to fund events and travel plans, including facilitating additional money-earning workshops at service unit volunteer meetings.
- Provide opportunities to volunteers where you can answer questions regarding troop travel planning, paperwork, and guidelines.
- Attend scheduled check-ins and quarterly travel coordinator calls with program staff liaison.

### **Position Competencies:**

- Coaching or mentoring experience, including being comfortable working one-on-one, and providing feedback and direction.
- Strong organizational skills
- Ability to communicate and lead effectively in a training environment of a group of your peers
- Girl Scout travel experience

### **Work Conditions:**

- Indoor environment – 90%
- Outdoor events – 10%
- Travel to other locations – 5%
- Use of computer, phone, and other office equipment – 75%

### **Physical Requirements:**

- Standing – 10%
- Walking – 10%
- Sitting – 80%
- 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 an accommodation.

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