



Community Volunteer Placement Liaison

Position Description

Volunteer Position Summary: Organizes and places girls into troops, maintains wait lists, and participates in troop opportunity development.

Appointed by: Elena McCreery Council-Wide Coordinator in CEME 5/2021
Name Position Date

Supervised by: Elena McCreery Council-Wide Coordinator in CEME
Name Position

Positions Supports (Check all that apply): ☒ Community ☐ Region ☐ Council-Wide

Term of Appointment: One year, March 1 – Feb. 28

Time Commitment: ●●● = High activity ●● = Medium activity ● = Low activity

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
●●●	●●●	●●	●●	●●	●●	●●	●●●	●●●	●●	●	●●●

Specific Tasks:

- Organizes troops with-in a Community by assisting with recruitment of girls and adults, forming troops, and placing girls in troops according to GSSJC guidelines.
- Follows all Council-wide recruitment and placement strategies, guidelines, and procedures.
- Coordinates with the Placement Specialist Staff by sharing timely and accurate information to ensure girls and adults are placed quickly and troop rosters are correct.
- Collaborates with the Community Engagement Manager by participating in the troop opportunity development work to create a strategy for placement to reach more girls as new and existing troops are managed online.
- Completes training for role, if not each year, every two to three years to keep up with updates in strategies, guidelines, and procedures.
- Communicates to parents the status of their daughter's participation as appropriate.
- Recognizes leaders who maintain open troops who accept girls year round.
- Supports year round recruitment.
- Serves on the Community Service Team (Team Lead).

Expectations:

- Uphold the Girl Scout Promise and Law and Girl Scout Mission statement.
- Comply with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commit time, energy, and interest necessary to meet the requirements of the position.

- Perform all duties in a timely manner.
- Compile and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Support the Council's Culture of Philanthropy.

Requirements:

- Be a registered member of Girl Scouts of San Jacinto Council in good standing and have an approved background check on file.
- Ability to work with girls or adults from all ethnic, racial, economic and cultural backgrounds.
- Represent Girl Scouting in a professional and enthusiastic manner to girls, adults and the community.
- Possess good verbal and written communication skills.
- Understand that this position is voluntary and that no payment is provided for this service.
- Ability to maintain confidentiality.
- Complete training session(s) for this specific volunteer position.

My signature on this document signifies that:

- I have read and agree to the Volunteer Agreement and Code of Conduct.
- I understand that my name, address, telephone number and email address may be distributed within the Organization for Girl Scout purposes.
- I hold harmless Girl Scouts of San Jacinto Council, Girl Scouts of the USA, and the officers, employees and volunteers thereof, except in the case of gross negligence or willful misconduct.
- I will notify my volunteer supervisor if I am unable to perform the duties as agreed upon and outlined in my volunteer position description. If I am not performing my duties as agreed, GSSJC has the right to release me from the position.

VOLUNTEER NAME (Print)

DATE

SIGNATURE

COMMUNITY NAME