



## Community School Liaison Position Description

**Volunteer Position Summary:** Serves as a liaison for local school(s) for school cultivation and coordination of key recruitment events.

**Appointed by:** \_\_\_\_\_ **Community School Liaison Team Lead**  
Name Position Date

**Supervised by:** \_\_\_\_\_ **Community School Liaison Team Lead**  
Name Position

**Position Supports (Check all that apply):** ☒ Community ☐ Region ☐ Council-wide

**Term of Appointment:** One year, June 1- May 31

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

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

### Specific Tasks:

- Informs Community of key dates such as Meet the Teacher, Open House-Curriculum Nights, Carnivals, Fun Runs, PTO meetings etc.
- Identifies school contacts and individual ways of work of different schools for effective planning.
- Assists with school rally by delivering flyers, coordinating girl talks.
- Works with the school to schedule troop meetings at school if applicable; informs troops meeting at the school when the facility is not available.
- Gains access to school publicity platforms such as marquees and newsletters including electronic bulletin boards.
- Increases visibility in the school by promoting Girl Scout involvement in flag ceremonies, school service projects, and more.
- Supports year round recruitment.
- Duties as assigned.

### Expectations:

- Upholds the Girl Scout Promise and Law and Girl Scout Mission statement.
- Complies with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commits time, energy, and interest necessary to meet the requirements of the position.
- Performs all duties in a timely manner.

- Compiles and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Supports the Council's Culture of Philanthropy.
- Acquires information needed to perform duties: i.e. training, networking events, etc.
- Meets with volunteer supervisor to outline and establish ways of work for accomplishing tasks.

**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 follow instructions, and assist with recruitment year round.
- Ability to maintain confidentiality of membership information.
- Familiar with local area.
- Complete training session(s) for this specific volunteer position.

My signature on this document signifies that:

- I have read and agreed 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.

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VOLUNTEER NAME (Print)

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DATE

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SIGNATURE

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COMMUNITY NAME