



Community School Liaison Team Lead

Position Description

Volunteer Position Summary: Recruits and appoints school liaisons to create strategies for school cultivation.

Appointed by: _____ Community Leadership Team
Name Position Date

Supervised by: _____ Community Leadership Team
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:

- Recruits and appoints school liaisons and creates expectations or checklist appropriate to school.
- Collaborates with CEM and Recruitment Team Lead in creating strategies for school cultivation.
- Communicates key dates from individual schools to Recruitment Team Leads and CEM.
- Maintains information on each school contact and way of work from school liaisons.
- Supports year round recruitment.
- Serves on the Community Service 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.
- Acquire information needed to perform duties: i.e. training, conferences, etc.

- Meet with staff advisor and 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 plan, organize, direct, and motivate individuals and/or groups.
- Familiar with local area.
- Sales/Marketing interest.
- 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