



**Girl Scouts®**

Minnesota and Wisconsin  
River Valleys

**Service Unit Recognition Coordinator  
Volunteer Position Description**

**Reports to:** Service Unit Manager  
**Term:** One year, with reappointment  
**Purpose:** Assist with adult retention by ensuring that adult Girl Scout volunteers and community partners are formally and informally recognized within your service unit and at River Valleys' annual volunteer recognition event

**RESPONSIBILITIES:**

1. Learn about available River Valleys' adult awards and familiarize self with nomination process.
2. Participate as a member of the service unit team and attend service unit leader meetings.
3. Provide information about formal Girl Scout adult recognitions to service unit team, volunteers, girls, and parents. Encourage local volunteers to nominate their peers who are providing exemplary service to Girl Scouts.
4. Provide a variety of formal and informal recognition ideas for your service unit and work with your service unit team to implement a recognition plan.
5. Identify and nominate people, organizations, and events to receive service unit level and council level awards.
6. Assist and encourage service unit members to write nomination letters about exceptional volunteers. Answer questions and encourage nominators. Collect nomination letters for service unit level and council level awards. Serve as local contact regarding council level nominated recognitions.
7. Assure council level award nominations from service unit are completed and received at the Brooklyn Center Service Center between November 1 and January 15<sup>th</sup>.
8. Assure completed nominations for service unit level awards are received at the Brooklyn Center Service Center by the deadline (depends on date of local recognition event).
9. Assist in distribution of Years of Service under 20 years and Membership Numerals under 25 years if your service unit decides to provide these pins to their service unit volunteers. Cost of these pins would be incurred by the service unit.
10. Assist in distribution of service team pins if your service unit decides to provide these pins to the service unit volunteers. Cost of these pins would be incurred by the service unit.
11. Support and promote The Girl Scout Leadership Experience: Program Essentials at the service unit and troop levels.
12. Follow all GSUSA and River Valleys' policies, standards, and procedures.
13. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Activity and Fall Product Program in relationship to your volunteer position.

**QUALIFICATIONS:**

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Excellent organizational skills, follow through and ability to keep records.



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**BENEFITS:**

1. Help girls and volunteers become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Share your passion, experience, and enthusiasm for the Girl Scout program with new and veteran volunteers.
4. Ensure that our adult Girl Scout volunteers get recognized for their dedication, creativity, commitment and impact on girls.
5. Receive financial assistance if needed.

**RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:**

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.