



## Centennial Take Action Project Service Unit Coordinator Volunteer Position Description

**Appointed by:** Service Unit Manager  
**Reports to:** Centennial Take Action Project Committee  
**Term:** August 2011 through October 2012  
**Purpose:** Coordinate troops and volunteers to execute River Valleys' Centennial Take Action Project (CTAP) and orchestrate project day at the local level. To motivate and excite girls and adults about making an impact in their community, locally and globally.

### RESPONSIBILITIES:

1. Complete position specific training.
2. Participate in scheduled CTAP SU Coordinators meetings. Meetings will be face to face, teleconference or web.
3. Learn about all aspects of River Valleys' CTAP and be a resource to girls, leaders, and other volunteers.
4. Promote CTAP to leaders and others, girls, and the community through announcements, presentations and phone calls.
5. Assist Girl Program staff and the CTAP Committee with locating community collaborators and liaising with local public works.
6. Provide girls and leaders with up-to-date CTAP information by assuring CTAP is a standing agenda item during leader meetings.
7. Recruit and coordinate troops and volunteers to execute the project using the project kit.
8. Orchestrate the Centennial Take Action Project day in your local area using the project kit.
9. Assist with evaluation process by ensuring girls and leaders submit information on line before and after the project.
10. Support and promote The Girl Scout Leadership Experience: Program Essentials in relationship to your volunteer position.
11. Follow all GSUSA and River Valleys' policies, standards, and procedures.
12. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Program, and Cookie Program Activity in relationship to your volunteer position.

### QUALIFICATIONS:

1. Willing to become a registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process, including background check.
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. Demonstrate effective group and interpersonal communication skills.
6. Ability to organize materials and accurately maintain records.
7. Knowledge of community resources or willingness to learn.
8. Ability to participate in meetings via telephone or web, if needed.
9. Access to e-mail for long distance team communications.
10. Knowledge of the Girl Scout program or willingness to learn.
11. A Girl Scout Senior/Ambassador troop may serve in this role if supervised by an adult(s).

**BENEFITS:**

1. Help girls become confident leaders who discover, connect, and take action in their community.
2. Share your knowledge, experience, and skills with girls and volunteers.
3. Gain and develop skills for personal and professional growth.
4. Develop skills in program and public speaking
5. Increased knowledge of the community.
6. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
7. Play an active role in implementing River Valleys' Centennial Take Action Project.

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

1. Provide a clear volunteer position description and orientation to your role, River Valleys, and GSUSA.
2. Strive to match your skills and talents with an appropriate volunteer position.
3. Provide position specific training and document completion of all required volunteer training.
4. Provide opportunities to communicate and be heard.
5. Provide an extensive network of resources and programming ideas and ensure services, materials, and resources are available and accessible.
6. Provide River Valleys' resources.
7. Provide current information on upcoming events and activities through newsletters, meetings and online resources.
8. As a member of GSUSA, receive limited accident coverage while carrying out Girl Scout responsibilities.
9. Maintain contacts and methods for connecting volunteers to experts, resources, opportunities, activities, and events.
10. Provide ongoing support, guidance, and evaluation of your volunteer service.
11. Recognize your volunteer service.