



**Headquarters  
Billings Service Center**  
2303 Grand Avenue  
Billings, MT 59102

**Casper Service Center**  
501 North Sun Drive  
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**Great Falls Service Center**  
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Great Falls, MT 59405

800.736.5243 ♦ [www.gsmw.org](http://www.gsmw.org)

## Service Unit Team Position: Program Coordinator

The Service Unit Program Coordinator will be responsible for keeping the Service Unit informed about opportunities available with programs, camps, series, travel and virtual experiences within the immediate area, the council at large and nationally within the Girl Scout organization. The Program Coordinator will also work with the Service Unit, Membership Manager, and other council staff to provide opportunities in their service area. Pathways should be designed in partnership with girls and with the goal of providing a high quality Girl Scout experience for all attendees. In addition, all programs and activities should be consistent with the Girl Scout Mission, Promise and Law, and policies and goals of Girl Scouts of Montana and Wyoming and Girl Scouts of the USA.

### Required Skills for Program Coordinator:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position.
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling and follow-through.
- Experience/desire to work with girls.
- Effective communication skills including coaching, motivating, encouragement, and conflict resolution.
- Ability to have fun!
- Experience in program planning and a flair for creativity, flexibility, and adherence to a budget.
- Community collaboration and possesses knowledge of resources, networking skills.

**Service Commitment:** The Service Unit Manager will appoint the Service Unit Program Coordinator for a one year renewable term in which she/he should expect to devote the necessary time to carry out the assignment, which will vary depending on the program.

**Supervision and Support:** The Program Coordinator is appointed, supported by and accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

### Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Be enthusiastic and positive in working with girls and their parents/guardians.
- If using Service Unit funds for programs provide Service Unit team with a preliminary budget and follow Service Unit guidelines.
- Attend Service Unit meetings to promote, answer questions and inform volunteers about pathways.
- Assure that programs and programs are linked to the Girl Scout Leadership Experience; utilizing the keys and processes of the Leadership Experience and implementing Girl/Adult planning methods.
- Design and develop programming in partnership with Girl Scouts of Montana and Wyoming staff; considering program requests by both staff and volunteers of Girl Scouts of Montana and Wyoming.
- Keep the staff of Girl Scouts of Montana and Wyoming informed about upcoming programs and programs.
- Submit a program report from the Service Unit to council a minimum of 4 times a year.
- Oversee the registration process for pathway opportunities within the Service Unit, making sure participants register and pay for programs according to required guidelines.
- Confirm accurate participation, financial records and receipts for inclusion in final reporting.
- If program participants may include non-Girl Scouts, arrange to provide special insurance through Girl Scouts of Montana and Wyoming at least 4 weeks prior to the activity.
- Provide an evaluation tool for attendees and submit results to the Service Unit/council for future planning.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

**Signature of Program Coordinator** \_\_\_\_\_ **date** \_\_\_\_\_