



**Headquarters
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Service Unit Team Position: School Coordinator

The role of the Service Unit School Coordinator is to provide parents and girls at a designated school with the information and opportunities necessary to participate in Girl Scouting. This is accomplished through organizing parent information meetings at a school or other community location, distributing materials, acting as a community resource and using all available means to assure that girls and their families learn about the benefits, methods and goals of the Girl Scout program. The School Coordinator ensures that girls are served in a manner that is consistent with the Girl Scout Mission, Promise and Law, Girl Scout Leadership Experience and policies and goals of Girl Scouts of Montana and Wyoming and Girl Scouts of the USA.

Required Skills for Service Unit School Coordinator:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position.
- Experience/desire to work with girls and adult volunteers.
- Effective communication skills-public speaking, motivating, encouragement, negotiations.
- Be a positive role model and spokesman for Girl Scouts to the public.
- Presentation skills-engaging, animated, creative ways to present, utilize visual aids, demonstrating confidence and knowledge in material presented.
- Some knowledge of technology including PowerPoint presentation, projectors, email.
- Community collaboration-knowledge of resources and networking ability.
- Positive relational skills-within the school and it's administration.
- Ability to research opportunities to promote Girl Scouts in the school and community.
- Experience with media and outreach publications-brochures, flyers, posters, public service announcements, and the internet.
- Effective time management-organize, prioritize, meet deadlines, scheduling, follow through.

Service Commitment: The Service Unit School Coordinator is appointed by the Service Unit Manager for a one year renewable term. She/he should expect to devote the necessary time to carry out the assignment, which varies depending on needs of the council. Expect a minimum requirement of 1-2 hrs per month on average; however, the concentration of hours will be during the fall when organizing troops.

Supervision and Support: The Service Unit School Coordinator is appointed, supported by and accountable to the Service Unit Manager and the staff of 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 troop leadership team, prepare girls and adult volunteers to understand and live by the Girl Scout Promise and Law.
- Be enthusiastic and positive in working with girls and their parents/guardians.
- Attend Service Unit meetings as requested.
- In partnership with the Service Unit, develop and implement an annual recruitment plan for girls and adults within the school and its community.
- Arrange for at least one parent meeting per year at the designated school or a nearby location.
- Assure the distribution of materials to local girls and parents informing them about the parent meeting and other general information regarding the Girl Scout program.
- Act as a resource for the girls attending the school and their parents regarding the Girl Scout program.
- Keep the girls, parents, Service Unit and the staff of Girl Scouts of Montana and Wyoming informed about ongoing school programs.
- Work closely with Membership Manager and the school administration to explore alternative methods of publicizing Girl Scouts in the local school and community including the following methods:
 - Internet-including social networking sites
 - Window/library displays
 - Printed materials-school newspapers, flyers, posters and articles
 - Displays, exhibits, and/or presentations at fairs, open houses, parent/teacher meetings, classrooms, etc.
- Assure all communication to the public is linked to the Leadership Experience model; focusing on the outlined keys, processes, and outcomes.
- Meet and/or correspond with girls, parents, and various representatives of the school and other community agencies, as needed, to coordinate, expand, and improve communication about opportunities in Girl Scouts within the community.
- Encourage and assist with the formation of new troops, groups and individual Girl Scouts.

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 School Coordinator _____ date _____