













Girl Scouts – North Carolina Coastal Pines




Troop, Service Unit Team Member, and Outdoor Volunteer Roles and Descriptions

Troop Volunteer Roles	Description
<p>First Aid/CPR Certified Adult - "Troop First Aider"</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Are you safety conscience, always thinking ahead and making sure you're prepared for anything? We require at least one First Aid/CPR/AED trained and certified adult to accompany troop trips and outings. Does this sound like you? We offer training programs to get you certified and, on your way, to becoming a troop first aider.</p> <ul style="list-style-type: none"> • Serve as the troop's First Aid/CPR/AED certified adult during a troop meeting, at an event, while camping, or just out and about as a troop. • First Aid/CPR/AED certified adults that volunteer in this role may have this certification as it relates to their professional training.
<p>Outdoor Certified Adult</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Do you love the outdoors? Then share your passion and help girls develop an appreciation and respect for the outdoors. Who knows, you may even spark an outdoor enthusiast like yourself! As an outdoor certified adult, you will bring the Girl Scout camping tradition to life, assist the girls to prepare to go outdoors, accompany your troop on camping trips, and ensure proper Girl Scout camping and outdoor safety procedures are followed.</p> <ul style="list-style-type: none"> • GS-NCCP requires at least one outdoor certified adult volunteer to accompany a troop camping trip. • Outdoor Certified Adults must complete a series of outdoor and travel-related trainings that are offered online and in person.
<p>Troop Leader Assistant Troop Leader</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>Are you looking for the perfect opportunity to be a role model for girls? Do you want to help girls discover the possibilities within them? As a troop leader or assistant troop leader, you will partner with another volunteer to help plan and lead troop meetings and bring the Girl Scout program to life for the girls in your troop!</p> <ul style="list-style-type: none"> • Ensure programs offered align to the GSLE by utilizing programming resources and participation in council and area sponsored events and activities. • Support and encourage girls to attain desired goals and awards and provide appropriate and ongoing recognition of girls' achievements. • Remain up-to-date and informed about the GSLE through regular participation in monthly service unit/area meetings. • Promote annual Fall Product and Cookie Sale programs, program opportunities, and events offered by the council and service unit. • Maintain regular communication with parents and/or guardians regarding troop meetings and activities. • Maintain and submit accurate financial and program records as required.

<p>Troop Cookie Program Coordinator</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>Can't say no to a box of Girl Scout Cookies? Get in on the Girl Scout cookie fun while helping girls learn valuable life skills. As the troop cookie program coordinator, you will share information about the program, track and distribute cookies to your troop, and keep up with troop sales. This is a great opportunity for someone who is very organized!</p> <ul style="list-style-type: none"> • Complete Troop Cookie Program Coordinator training, and review resources and training videos to effectively learn how to navigate platforms and perform all necessary actions. • Provide cookie sale training, guidance and information to girls and parents before the product sale and throughout the sale. • Work with troop leader(s) and girls to set cookie sale goals. • Perform various duties that ensures a productive, safe, financially secure, and engaging cookie season. • Manage troop cookie inventory and account for all cookies received by troops and distributed to girls or taken to cookie booths. • Reserve cookie booths on behalf of troop. • Distribute all cookie recognitions to girls before breaking for summer, ensuring each girl gets all recognitions earned.
<p>Troop Fall Product Program Coordinator</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>One of the best ways for troops to raise funds for activities and adventures early in the program year is to participate in the Fall Product Program. As the troop fall product program coordinator, you will help your troop reach its goals with this quick and easy program.</p> <ul style="list-style-type: none"> • Successfully complete Troop Fall Product Program Coordinator training, and review resources and training videos to effectively learn how to navigate platforms and perform all necessary actions. • Provide fall product program training, guidance and information to girls and parents before the product sale and throughout the sale. • Work with troop leader(s) and girls to set sale goals. • Perform various duties that ensure a productive, safe, financially secure, and engaging fall product sales season. • Distribute all fall product program recognitions to girls in a timely manner, making sure each girl gets all recognitions earned.
<p>Troop Support Volunteer</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Whether driving, acting as a first aider, chaperoning a trip, or leading a stem badge, you can use your skills and talents to support the troop and the girls! The girls need you to ensure their adventures are safe and successful.</p> <ul style="list-style-type: none"> • Experience the adventures of Girl Scouts with your Girl Scout and fellow members of the troop. • Assist with transporting girl members and possibly other adult members/non-members to events/outings. • Support troop leaders and help with an activity as needed. • Travel with girl members on overnight trips. • Ensure girl safety while participating in local cookie booths.

<p>Troop Treasurer</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Be an integral part of your girl's troop by managing the troop finances and stewarding the troop's funds. If you enjoy keeping up with the checks and balances, this is the perfect role for you!</p> <ul style="list-style-type: none"> • Oversee troop financials and strive for accurate record keeping. • Serve as signer on the troop bank account. • Encourage all signers on the bank account to log into online banking and review finances. • Discuss troop financial goals with troop leaders and active parents and caregivers and provide financial transparency regarding account status. • Help drive conversation around finances, so that troop families are a part of the conversation. • Review troop bank account statements and track income and expenses. • Abide by council's troop banking guidelines and complete Troop Financial Report by due date.
<p>Service Unit Team Member Volunteer Roles</p>	<p>Description</p>
<p>Adult Recognitions Coordinator</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>In this role, you'll help recognize amazing volunteers by coordinating local recognition and appreciation events. You will also work with council staff and area volunteers to promote and nominate individuals for council level awards and recognitions.</p> <ul style="list-style-type: none"> • Coordinate efforts on the local level to express volunteer appreciation. • Work in partnership with the service unit team to promote adult recognitions year-round. • Direct volunteers to local and council level award nominations and endorsements. • Maintain records of area recognitions awarded annually. • Promote National Volunteer Appreciation Month locally and engage service unit team members and volunteers.
<p>Area Cookie Program Coordinator</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>If you have a love of Girl Scout Cookies and a heart to help others, then the area cookie program coordinator is the perfect role for you! In this role, you can help troops succeed by promoting the Girl Scout Cookie Program, providing support, and managing the program for your area.</p> <ul style="list-style-type: none"> • Oversee the cookie program of a service unit in partnership with fellow service unit team members. • Facilitate training related to the Cookie Program or direct volunteers to the council training. • Collect signed Troop Cookie Coordinator agreements. • Monitor troop financial activities and provide product sale tips provided by the council. • Maintain communication with the Regional Cookie Coordinator and council product program team regarding troop inventory.

<p>Area Delegate Area Alternate Delegate</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>In this prestigious role, you will have the opportunity to represent your area as a member of the council's governance system, and you will serve as your area's voice at the Annual Meeting (typically held in March).</p> <ul style="list-style-type: none"> • Attend Annual Meeting and any special meetings (if called) to fulfill the responsibility of the corporation and to report on said meetings to the area constituency. • Participate as a voting member of the corporation at the Annual Meeting in the election of the members of the Council's Board of Directors, Board Development Committee Members, and National Council Delegates and other business as may require a vote of the members of the corporation. • Participate and remain active in service unit/area meetings; maintain contact with members of the area constituency.
<p>Area Event Director</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Use your organization and planning skills to plan local events like a trip to the pumpkin patch or a My Guy & Me Dance for the troops, girls, and volunteers in your community.</p> <ul style="list-style-type: none"> • Work in partnership with council staff and program staff to develop customized, local events aligned to the GSLE for girls in the local community. • Recruit additional volunteers to assist in the planning and delivery of events as needed. • Host event planning meetings to coordinate logistics and event details. • Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event and any needed paperwork following the event to the appropriate council staff. • Create and submit digital flyers, programs and/or other materials to membership staff/service unit manager for approval and submission to the council's Customer Care team for Constant Contact.
<p>Area Fall Product Coordinator</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>Who doesn't love chocolates, candies, trail mix, nuts, and magazines?! As the area fall product coordinator, you can help troops earn startup funds for the year by promoting this quick and easy program, providing support, and managing the details of the program for your area.</p> <ul style="list-style-type: none"> • Facilitate training related to the Fall Product Program or direct volunteers to the council training. • Collect signed Troop Fall Product Program Coordinator agreements. • Monitor troop financial activities and provide product sale tips provided by the council. • Assist troops with accurate distribution, documentation, and reporting. • Lead the service unit in organizing product delivery and distribution.

<p>Area Treasurer</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Are you a numbers cruncher and organized? Then, the area treasurer is the role for you! Area treasurers are responsible for collecting and depositing funds, monitoring revenue and expenditures, and maintaining proper record keeping of the area bank account.</p> <ul style="list-style-type: none"> • Oversee service unit budget funds, event budgets, check requests, and reimbursements. • Provides account updates to service unit team members and during area meetings. • Oversee money earning projects at the troop and service unit level in partnership with the service unit manager. • Advise troops on the appropriate use of funds. • Educate leaders/Troop Treasurers about completing and submitting the Troop Annual Financial Report.
<p>Cookie Booth Coordinator</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Are you in touch with your local community? Do you have creative ideas of where troops can hold cookie booths in a safe and effective location, and you are willing to make the ask? Help troops reach their cookie sale goals and boost their sales by developing and fostering relationships with local businesses willing to welcome and host Girl Scout Cookie Booths at their locations.</p> <ul style="list-style-type: none"> • Work with Area Cookie Program Coordinator at cookie sale training to train troops on cookie booths. • Make arrangements November-January with individual businesses to allow Girl Scout troops to set up cookie booths. • Enter cookie booth opportunities into cookie program management system (Smart Cookies) prior to the Cookie Booth Lottery. • Approve/deny Troop Secured Booths in the Smart Cookies system January-March. • Assist and support troops per booths January-March.
<p>Cookie Cupboard Coordinator</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Help make cookies more accessible to the troops in your community by serving as the cookie cupboard coordinator and housing and distributing cookies during the annual Girl Scout Cookie Program.</p> <ul style="list-style-type: none"> • Serve in this role between December and March. • Keep cookies in a secure, clean, cool, dry environment that is not accessible to animals, moisture or any conditions that would be detrimental to the quality of the cookies. • Establish days and times cupboard will be open and communicate cupboard schedule and location to Product Sales Department and assigned troops. • Count initial cupboard order upon confirmation that order is not damaged and is complete. • Sign delivery ticket and retain copy for records. • Approve troop planned orders or do necessary transfers from the cupboard to troops in Smart Cookies to maintain correct inventory for the cupboard and troops.

Cookie Program Rally Coordinator

Time Commitment Meter



Moderate

As the cookie program rally coordinator, you will share your excitement for the Girl Scout Cookie Program by planning an event to promote and kick off the annual Cookie Program. When girls attend a local cookie rally, they learn selling safety tips, boost their sales, and understand the benefits of participating in the sale. Plus, they get to sample those yummy Girl Scout cookies!

- Oversee the planning, implementation and delivery of a fun, educational, and safe event to kick off the annual Cookie Sale at the community level.
- Work in partnership with council staff and program staff to develop customized, local events aligned to the GSLE for girls in the local community.
- Recruit additional volunteers to assist in the planning and delivery of the rally as needed.
- Host rally planning meetings to coordinate logistics and event details.
- Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event and any needed paperwork following the event to the appropriate council staff.
- Create and submit digital flyers, programs and/or other materials to membership staff for approval and submission to the council's Customer Care team for Constant Contact.

Fall Product Program Rally Coordinator




Time Commitment Meter






Moderate

As the fall product program rally coordinator, you will share your excitement for the Girl Scout Fall Product Program by planning an event to promote the Fall Product Program and help troops earn startup funds for the year.

- Oversee the planning, implementation and delivery of a fun, educational, and safe event to kick off the annual Fall Product Program at the community level.
- Work in partnership with council staff and program staff to develop customized, local events aligned to the GSLE for girls in the local community.
- Recruit additional volunteers to assist in the planning and delivery of the rally as needed.
- Host rally planning meetings to coordinate logistics and event details.
- Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event and any needed paperwork following the event to the appropriate council staff.
- Create and submit digital flyers, programs and/or other materials to membership staff for approval and submission to the council's Customer Care team for Constant Contact.

<p>Learning Facilitator</p> <p>First Aid/CPR/AED Leadership Launchpad Outdoor Skills</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Do you have a passion for teaching others? We're always looking for volunteers to join our team of adult learning facilitators. Our learning facilitators train volunteers in various areas including First Aid CPR, Outdoors, and Leadership Launchpad! We welcome current and past volunteers as well as parents and community members interested in supporting the Girl Scout Mission. Does this sound like the role for you? Volunteer today!</p> <ul style="list-style-type: none"> • Attend service unit/area planning meeting(s) and coordinate courses, workshops, and trainings for volunteers in alignment with the council's volunteer training and support strategy. • Conduct a minimum of two (2) sessions each program year according to established curriculums and procedures. • Remain informed about current course content and curriculum. • Work in partnership with facilitators and council staff to update courses as necessary. • Complete and submit course requests, evaluations, surveys, and course closing records as instructed.
<p>Media Coordinator</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Do you enjoy the ins and outs of local media and social media? With this role, you can help spread the word about all the amazing things Girl Scouts are doing in your area and keep volunteers and caregivers informed of Girl Scouting in your community.</p> <ul style="list-style-type: none"> • Support service unit social media platforms as determined by service unit team members. • Work in partnership with the service unit to remain informed of area happenings, events, and activities to publicize. • Initiate contact and develop relationships with county newspapers, cable TV networks, and radio stations for the purpose of promoting council and area events, newsworthy troop programming, and girl achievements including the Girl Scout Bronze Award, and Girl Scout membership, recruitment, and organization information. • Share local media coverage with the appropriate council staff. • Communicate with the council's marketing and communications team to promote and share newsworthy local troop, girl and adult stories council wide. • Thank all media contacts whenever council or local Girl Scout topics are covered.
<p>Service Unit Manager</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>Our service unit managers are passionate, well-informed, and experienced in all things Girl Scouts! As a service unit manager, you will share your knowledge and passion with the volunteers in your community and organize the area's ongoing efforts to support the leaders, girls, and troops in your community.</p> <ul style="list-style-type: none"> • Build and maintain proactive and positive relationships. • Work in partnership with council staff to create a healthy and sustainable service unit community. • Work in partnership with the service unit team to grow Girl Scouting in the area and create a positive Girl Scout experience.

	<ul style="list-style-type: none"> • Coordinate service unit team and area meetings. • Provide peer mentorship. • Connect the service unit and adult and girl members to the community.
<p>Troop Mentor</p> <p>Time Commitment Meter</p>  <p>Moderate</p>	<p>Have you successfully led a troop and feel new volunteers would benefit from your knowledge and experience? As a troop mentor, you will have the opportunity to share your Girl Scout experience with at least one new troop by lending your support and experience to new troop leaders. And remember, being a troop mentor is easy, just be a friend!</p> <ul style="list-style-type: none"> • Work in partnership with the Troop Mentor Coordinator, service unit manager, and membership staff to support the New Leaders on the Block mentor program and welcome new troop leaders to Girl Scouting and the Girl Scout Leadership Experience. • Initiate and maintain contact with new leaders - introduce new troop leaders to local area support structure and administrative team members, invite and encourage new troop leaders to attend area meetings, and remain available to answer questions and provide support as needed. • Share with new leaders local and council programming ideas, resources, and best practices to engage girls and have a successful girl-led troop. • Ensure new leaders are aware of online and in-person training opportunities, Girl Scout sponsored program sales (Fall Product Program and Cookie Program), and programming opportunities and events offered by council or local area for new leader/troop engagement.
<p>Troop Mentor Coordinator</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>As a troop mentor coordinator, you will oversee the New Leaders on the Block troop mentor program either locally or regionally. Through your leadership in the NLOTB program, you'll share your experience and knowledge of the Girl Scout Program by supporting fellow mentors and new(er) troop leaders in your geographical area. Supporting new troop leaders is vital to our Movement! And being a troop mentor coordinator is as simple as being a leader and a friend!</p> <ul style="list-style-type: none"> • Oversee the New Leaders on the Block (NLOTB) mentor program either locally or regionally, which provides support for new(er) troop leaders in a variety of ways. • Lead an impactful NLOTB program and empower mentors and mentees by providing ongoing support and resources throughout the program year. • Work in partnership with the service unit manager and membership staff to stay current on new troops forming; identify and assign troop mentors to new leaders as needed. • Ensure troop mentors initiate and maintain contact with new leaders - introduce new leaders to the local area support structure and administrative team members, invite and

	<p>encourage new leaders to attend area meetings and remain available to answer questions and provide support as needed.</p> <ul style="list-style-type: none"> • Promote training opportunities with troop mentors; confirm they are accurately informed about Girl Scout sponsored program sales (Fall Product Program and Cookie Program), programming opportunities and events offered by council or local area for new leader/troop engagement. • Share with troop mentors local and council programming ideas, resources, and best practices to engage new leaders and have a successful girl-led troop.
Service Unit Refreshed Structure Volunteer Roles	Description
<p>Service Unit Membership and Volunteer Support Manager</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>The Service Unit Refreshed Structure takes the role of service unit manager and breaks it into a three-tiered model of layered service unit support. As the service unit membership and volunteer support manager, you'll partner with service unit team members – particularly the area's Troop Mentor Coordinator, Troop Mentors, Adult Recognitions Coordinator, and Learning Facilitators* (<i>Leadership Launchpad</i>) to help the service unit function productively and efficiently.</p> <ul style="list-style-type: none"> • Collaborate with the council recruitment team to support logistics of growth and retention. (Example - Host a booth at a local festival and share the Girl Scout Movement with the community.) • Establish, cultivate, and maintain contact with community organizations, faith communities, and businesses to promote Girl Scouting, recruit volunteers, and organize collaborative partnerships. • Work in partnership with other service unit managers to plan and help deliver area/service unit and administrative team meetings to ensure the distribution of resources, training and networking needs of the area are met. • Encourage the participation of new volunteers to area/service unit meetings; ensure new volunteers are welcomed, introduced, and oriented to available area and council resources for ongoing support. • Support, encourage and promote the efforts of other administrative team members to ensure program opportunities, trainings, events, recognitions, and other initiatives are successful.

Service Unit Operations Manager

Time Commitment Meter



The Service Unit Refreshed Structure takes the role of service unit manager and breaks it into a three-tiered model of layered service unit support. As the service unit operations manager, you'll partner with service unit team members – particularly the area's Area Cookie Program Coordinator, Area Fall Product Coordinator, Product Program Related Roles, Area Treasurer, Media Coordinator, and Area Delegates to help the service unit function productively and efficiently.

- Provide oversight of the product program by organizing training on the sales process, including strategies, documentation requirements, collection of money, and the importance of enforcing safety protocols.
- Motivate and encourage girl and adult Girl Scout members to formulate and achieve their product goals.
- Leverage communication to resolve conflicts or difficulties in an appropriate manner with guidance from council staff.
- Collaborate with service unit managers and team members to develop the service unit budget.
- Review and audit service unit team finances and bank reconciliations on a consistent basis.
- Plan and help deliver area/service unit and administrative team meetings to ensure the distribution of resources, training and networking needs of the area are met.




Service Unit Program Manager

Time Commitment Meter



The Service Unit Refreshed Structure takes the role of service unit manager and breaks it into a three-tiered model of layered service unit support. As the service unit program manager, you'll partner with service unit team members – particularly the area's Area Event Director/s, Learning Facilitators* (*Area Event Director, Outdoor Skills, First Aid/CPR/Babysitting*), and Day Camp Director to help the service unit function productively and efficiently.

- Provide oversight of trainings to prepare troops and volunteers for leading events and maintaining historical knowledge of units past events.
- Collaborate with council program, strategies, and engagement team to create logistics for local Girl Scout programming including events, camporee and/or day camps.
- Identify opportunities for girls to engage in community service in local community.
- Remain informed of the current GSLE program and ensure volunteers receive the necessary support and resources to understand and successfully deliver the GSLE to girls.
- Work in partnership with other service unit managers to plan and help deliver area/service unit and administrative team meetings to ensure the distribution of resources, training and networking needs of the area are met.
- Support, encourage and promote the efforts of other administrative team members to ensure program opportunities, trainings, events, recognitions, and other initiatives are successful.

Outdoor Related Volunteer Roles	Description
<p>Day Camp Director</p> <p>Time Commitment Meter</p>  <p>High</p>	<p>As Day Camp Director, you will help plan one of summer's most anticipated events, Girl Scout Day Camp! In this role, you will work with a team of fellow volunteers to plan and coordinate activities for the girls, manage and recruit volunteers to lead, and watch as girls experience new adventures and make new friends!</p> <ul style="list-style-type: none"> • Complete position training prior to day camp. • Provide supervision and guidance to volunteers/committees providing camp-related activities and support. • Manage the day camp budget, ensuring that the handling of funds meets GSUSA and council policies and procedures. • Determine camper capacity and number of volunteers needed. • Determine program goals involving other volunteers. • Recruit, place, and train other day camp volunteers. • Coordinate camp activities. • Work in partnership with parents and/or guardians. • Manage camp facilities and equipment. • Prepare necessary reports with recommendations for the following year to be given to the council within four weeks of the close of day camp.
<p>Day Camp Volunteer</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Are you a camper at heart? Spend a week with girls and fellow volunteers this summer at Girl Scout Day Camp! Help the day camp director plan, organize, lead, and deliver new adventures to girls in your local area at Girl Scout Day Camp!</p> <ul style="list-style-type: none"> • Work in partnership with the Day Camp Director and other Day Camp Volunteers to ensure a safe and engaging day camp experience for both girl and adult members. • Provide supervision and support to girls and be knowledgeable of emergency procedures and group management, as appropriate. • Developing girls' appreciation of the out-of-doors, outdoor skills and camp experiences.
<p>Outdoor Certified Adult</p> <p>Time Commitment Meter</p>  <p>Low</p>	<p>Do you love the outdoors? Share your passion and help girls develop an appreciation and respect for the outdoors. Who knows, you may even spark a girl or fellow volunteer into becoming outdoor enthusiast like yourself! As an outdoor certified adult, you will bring the Girl Scout camping tradition to life, assist the girls to prepare to go outdoors, accompany your troop on camping trips, and ensure proper Girl Scout camping and outdoor safety procedures are followed.</p> <ul style="list-style-type: none"> • GS-NCCP requires at least one outdoor certified adult volunteer to accompany a troop camping trip. • Outdoor Certified Adults must complete a series of trainings that are offered online and in person.