

**VOLUNTEER POSITION DESCRIPTION
ADULT RECOGNITIONS COORDINATOR**

SUMMARY

The Adult Recognitions Coordinator is responsible for promoting and recognizing the efforts and achievements of volunteers and community members for their contributions in providing support and/or program opportunities for Girl Scouts in their assigned area of service.

TERM OF APPOINTMENT:

The Adult Recognitions Coordinator is appointed for a term of one program year but may be eligible for reappointment.

ACCOUNTABILITY:

The Adult Recognitions Coordinator is accountable to the Area Service Unit Manager and appropriate Learning and Development staff.

RESPONSIBILITIES:

- Work in partnership with local service unit team and Learning and Development staff to identify and deliver formal and informal opportunities and events to show recognition and appreciation of area volunteers' and community members' efforts and achievements.
- Work in partnership with local service unit team and Learning and Development staff to solicit area nomination packets for GSUSA and Council Level Recognitions and Awards.
- Promote the recognition and appreciation of area volunteers throughout the year and support National Volunteer Month at the area level.
- Maintain records of area recognitions awarded annually.
- Remain informed about and comply with all current policies, procedures and guidelines (*Volunteer Essentials* and *Safety Activity Checkpoints*) of Girl Scouts-North Carolina Coastal Pines and GSUSA.
- Participate in council trainings for Adult Recognitions Coordinator.

QUALIFICATIONS AND CORE COMPETENCIES:

Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.

Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity, Equity and Inclusion: Understand, respect and embrace individual differences.

Additional Requirements:

- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

Adult Recognitions Coordinator Printed Name:

Adult Recognitions Coordinator Signature:

Date: _____ County: _____

Complete and provide copies to: Adult Recognitions Coordinator, Service Unit Manager and Membership Director
VPD124/7-21