



VOLUNTEER POSITION DESCRIPTION
MEDIA COORDINATOR

SUMMARY:	The Media Coordinator is responsible for assisting in the promotion of Girl Scouting within their assigned area of service and for ensuring that the media is informed of Girl Scout happenings, events and news in the local community.
TERM OF APPOINTMENT:	The Media Coordinator is appointed for a term of one program year but may be eligible for reappointment.
ACCOUNTABILITY:	The Media Coordinator is accountable to the Service Unit Manager and the council’s Communications Manager.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Work in partnership with the service unit/area administrative team to remain informed of area happenings, events and activities to publicize. • Initiate contact and develop relationship with county newspapers and radio stations for the purpose of promoting council and area events, newsworthy troop program and girl achievements including the Girl Scout Bronze Award, and Girl Scout membership, recruitment, and organization information. • Share local media coverage with the council’s Marketing and Communications team. • Thank all media contacts whenever council or local Girl Scout topics are covered. • Remain informed about and comply with all current policies, procedures and guidelines (<i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i>) of Girl Scouts - North Carolina Coastal Pines and GSUSA.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>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.</p> <p>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.</p> <p>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Practice positive communication skills and express ideas clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • 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.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Media Coordinator Printed Name: _____

Media Coordinator Signature: _____

Date: _____ County: _____