



**VOLUNTEER POSITION DESCRIPTION
TROOP MENTOR COORDINATOR**

SUMMARY: The Troop Mentor Coordinator identifies and assigns troop mentors to welcome and engage new co-leaders; providing them with ongoing support and resources throughout the program year in an effort to ensure the delivery of a quality Troop Mentor Program.

TERM OF APPOINTMENT: The Troop Mentor Coordinator is appointed for a term of one program year but may be eligible for reappointment.

ACCOUNTABILITY: The Troop Mentor Coordinator is accountable to the Service Unit Manager and Membership Director.

- RESPONSIBILITIES:**
- Work in partnership with the area service unit manager and membership director to stay up-to-date on new troops forming; identify and assign troop mentors to new co-leaders as needed.
 - Ensure troop mentors initiate and maintain contact with new co-leader(s) - introduce new co-leaders to local area support structure and administrative team members, invite and encourage new co-leaders to attend area meetings and remain available to answer questions and provide support as needed.
 - Promote online and in-person 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 co-leader/troop engagement.
 - Share with troop mentors local and council programming ideas, resources, and best practices to engage new co-leaders and have a successful girl-led troop.
 - Remain informed about and comply with all current policies, procedures and guidelines (*Volunteer Essentials* and *Safety Activity Checkpoints*) of GS-NCCP and GSUSA.
 - Detail troop mentor coordinator experience with mentors through interactive document and survey – evaluate experience, share follow ups needed, provide constructive feedback and celebrate successes.

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: 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.

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.

Troop Mentor Coordinator Printed Name: _____

Troop Mentor Coordinator Signature: _____

Date: _____ County: _____