



## **Girl Scouts of Central Texas Service Unit Community Service Coordinator**

**Position Summary:** This position is responsible for providing community service opportunities to Girl Scouts and troops throughout the year within a designated geographical area.

**Accountability:** Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate Girl Scouts of Central Texas (GSCTX) staff.

### **Responsibilities:**

- Identifies community service opportunities for Girl Scouts and troops to participate in throughout the membership year
- Develops and maintains a database of local organizations and agencies that troops could contact to set up service projects.
- Coordinates service unit-wide service project opportunities.
- Submits the **GSCTX Service Unit Roster form** annually to accept/renew the role.
- Participates in succession planning for your role.

### **Position Commitments:**

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit community service coordinator position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

### **Top Skills You Will Gain From This Position:**

1. Teamwork and collaboration
2. Event planning and creative thinking
3. Communication and improved interpersonal skills
4. Recordkeeping