



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

**Position Summary:** This position is responsible for working with and supporting service unit troop leaders and volunteers within an assigned service unit to ensure that The Girl Campaign goals are achieved or surpassed.

**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:**

- Utilizes The Girl Campaign Toolkit found within [Service Unit Resources](#) to create and/or maintain the service unit JustGiving peer-to-peer fundraising page.
- Promotes and communicates campaign goals to troop leaders and volunteers.
- Assists troop leaders and volunteers to use the JustGiving platform.
- Provides information, advice, and encouragement to help troops plan campaign fundraising events, promote The Girl Campaign in their communities and on social media, and submit campaign donations to GSCTX.
- Keeps records as necessary and relays progress of the service unit's Girl Campaign goal to the service unit leadership team and during service unit meetings as needed throughout the year.
- Ensures campaign fundraising follows GSUSA's fundraising rules and guidelines.
- Thanks donors by sending a personalized email or thank you note, by leaving a comment on your fundraising page, or by giving them a shout out on social media.
- Submits the [GSCTX Service Unit Roster form](#) annually to accept/renew the role.
- Participates in succession planning for the position.

### **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 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. Leadership and fundraising
2. Communication and improved interpersonal skills
3. Teamwork and collaboration
4. Event planning and creativity