



Girl Scouts of Central Texas Troop Silver Award Manager

Position Summary: This position is responsible for working with Girl Scout Cadettes in their troop to ensure Silver Award projects carried out are of the highest quality according to the Girl Scout program, policies, and standards.

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:

- Maintains current knowledge of the Silver Award process, *Volunteer Essentials*, and *Safety Activity Checkpoints*.
- Provides workshop training(s) for Girl Scout Cadettes and advisors.
- Completes gsLearn certification training and maintains yearly certification for updates.
- Ensures Silver Award Girl Scout eligibility and prerequisite criteria have been met.
- Provides information, advice, and encouragement to help Cadettes complete the steps in the Cadette Workbook for Earning the Silver Award and [GSCTX Silver Award page](#).
- Provides continual support to advisors, apprising them of the current Silver Award process and resources available to them.
- Consults with Cadettes as they develop and evaluate their Silver Award project.
- Keeps records as necessary and relays appropriate information to the service unit leadership team, service unit youth recognitions coordinator, and GSCTX Program staff in a timely manner.
- Reviews and approves the Silver Award Final Report.
- After approving the final report, submits the Bronze and Silver Award Request Form.
- 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
2. Mentorship
3. Problem-solving and adaptability