



Girl Scouts of Central Texas Service Unit Volunteer Recognitions Coordinator

Position Summary: This position is responsible for leading recognition and appreciation efforts for troop and service unit volunteers in the assigned service unit throughout the year.

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:

- Chairs the Service Unit Recognitions Committee and recruits members for the committee.
- Leads the Service Unit Recognitions Committee to develop and implement an annual volunteer recognition plan to formally and informally recognize troop and service unit volunteers year-round and to plan and host an annual service unit recognition event.
- Maintains current knowledge of service unit, council, and national awards by reviewing the Volunteer Awards Guide found within [Service Unit Resources](#) and promotes and facilitates the nomination of outstanding volunteers for these awards.
- Identifies adult volunteers within the assigned service unit with 10 or more years of Girl Scout volunteer service and submits the [10+ Years Volunteer Service Award Form](#) by April 1 to ensure they receive council recognition.
- Submits the [Service Unit Awards Order Form](#) at least four weeks before the service unit recognition event.
- Encourages adult volunteers to join the [GSCTX Volunteer Awards Committee](#) and attend the annual GSCTX Volunteer Recognition Ceremony during the Volunteer Enrichment Conference.
- 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. Event planning and creative thinking
3. Teamwork and collaboration
4. Communication and improved interpersonal skills