



Girl Scouts of Central Texas Service Unit Youth Recognitions Coordinator

Position Summary: This position is responsible for leading youth member recognition efforts 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:

- Maintains current knowledge of Girl Scout [youth awards and recognitions](#).
- Collects, compiles, and maintains service unit youth recognition records, such as Bronze, Silver, and Gold Award Girl Scouts, annual top fall product and cookie sellers, graduating Girl Scout Ambassadors, President's Volunteer Service Award recipients, and Journey Summit Award pin recipients.
- Serves as a member of the Service Unit Recognitions Committee and leads the committee to develop and implement an annual youth recognition plan to celebrate youth members for their outstanding Girl Scout achievements.
- Collaborates with fellow Service Unit Recognitions Committee members to plan and host an annual service unit recognition event, utilizing the service unit youth recognition records to identify youth members eligible for recognition at the event.
- Celebrates youth members' outstanding achievements with service unit members and families through email, social media, newsletters, and/or other preferred service unit communication tools throughout the year.
- Invites all youth being recognized, their families, and their troop volunteers to the service unit recognition event.
- 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