

Girl Scouts of Central Texas Service Unit Volunteer Recognitions Coordinator

Position Summary: This position is responsible for ensuring adult volunteers in the assigned service unit are recognized and appreciated year-round both formally and informally for their outstanding contributions to Girl Scouts to increase volunteer retention and improve the volunteer experience.

Accountability: Appointed for the assigned service unit and accountable to service unit leadership team or other appropriate Girl Scouts of Central Texas (GSCTX) staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Leads recognition and appreciation efforts for troop and service unit (SU) volunteers.
- Be familiar with the available service unit, council, and national awards and criteria, the awards nomination process, and nomination deadlines.
- Encourages volunteers, caregivers, and youth in your service unit to show appreciation and thank service unit and troop volunteers year-round, including promoting and supporting activities for Volunteer Appreciation Month in April.
- Educates your service unit and troop volunteers on the importance and value of formal and informal recognitions.
- Promotes, encourages, and facilitates the nomination of outstanding volunteers for service unit, council, and national awards.
- Identifies adult volunteers within assigned service unit with 10+ years of Girl Scout volunteer service and submits the **10+ Years Volunteer Service Award Form** once a year.
- Recruits SU Recognitions Committee members and works with the committee to review service unit award nominations, select final recipients, and plan and host an annual service unit recognition event.
- Submits the **Service Unit Awards Order Form** at least four weeks before the SU recognition event.

Position Commitments:

- Effective communication skills, both orally and written.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Be a registered adult member of GSUSA, have a current eligible criminal background check on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Leadership, problem-solving, and creative thinking
2. Teamwork and collaboration
3. Communication and improved interpersonal skills