



Program Consultant Position Description

- Position:** Program Consultant
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To support Leaders and give individual guidance on a continuing basis
- Responsible To:** Appointed by and responsible to Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Ability to work well with adult volunteers
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Participate in the development and implementation of Service Unit goals
 - Maintain confidentiality when dealing with sensitive issues
 - Attend Service Team and Volunteer meetings
 - Ensure Leader orientation or educational sessions prior to first meeting
 - Assist Leader in planning initial meetings including Troop meeting, parent meeting and Troop Committee
 - Establish and maintain continuing support to Leaders
 - Ensure girl/adult planning and goal setting
 - Hold telephone conversations with Leaders
 - Visit Troops, if necessary
 - Serve as a resource person in Service Units for program ideas
 - Facilitate Leader roundtable discussions at Service Unit meetings
 - Help Leader identify local resources
 - Promote bridging activities
 - Help Leader to establish a well-balanced program including participation in Fall Product Sales and Cookie Programs
 - Assist Leader with problem solving and Troop program evaluation
 - Promote availability of grants and loans for members
 - Encourage on-going education and attendance at Service Unit meetings and events
 - Promote and implement Service Unit and GSCB programs
 - Implement GSCB and National policies, standards and procedures
 - Attend GSCB meetings, Service Team Kickoff and Service Team Conferences as appropriate
 - Interpret GSCB and National policies
 - Promote GSCB and National programs
 - Provide support for GSCB Fund Development, Family Partnership and United Ways/Fund
 - Participate in roundtable discussion/enhancement workshops relating to the position
 - Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all programs reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action; exhibit a non-discriminatory attitude in all internal and external working relationships
- I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____ Date: _____

