



Site Liaison Position Description

- Position:** Site Liaison
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as a liaison between Troops, Service Units and other camp customers and the Site Specialists (Rangers)
- Responsible To:** Appointed by and responsible to Site Specialists (Rangers)
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Knowledge of our GSCB properties, basic camping skills and working knowledge of the Girl Scout Program
 - Good communication skills, customer service skills and an enthusiasm and love of the outdoors
 - Complete volunteer applications or renewal application annually
 - 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 internet, email and new technologies

Principle Duties:

- Attend Troop camp educational sessions and meetings as scheduled to become knowledgeable in program and property procedures
- Greet Troops, Service Units and other camp customers
- Provide customer service as needed to Troops, Service Units and other camp customers
- Provide information as requested about GSCB properties and programs
- Communicate with the Site Specialists (Rangers) about customer and property needs
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all camp amenities and programs reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

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: _____