



SU Education Coordinator Position Description

- Position:** Service Unit Education Coordinator
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To serve as a communication link between the Service Unit and Volunteer Services Department by identifying Service Unit educational needs and ensure educational opportunities are available
- Responsible To:** Appointed by and responsible to Service Unit Manager in consultation with the Membership, Program and Volunteer Services Department
- 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 communicate with adults
 - Ability to maintain accurate records
 - 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:

- Assist Service Unit membership in acquiring educational opportunities for their position
- Work in conjunction with Service Unit Recognitions Chair to ensure recognition of Service Unit volunteers
- Promote GSCB sponsored educational opportunities at Service Unit meetings
- Work with the Service Team to assess educational needs in the Service Unit
- Arrange with Membership, Program and Volunteer Services Department to coordinate with other Service Units to provide workshops to meet identified needs
- Recommend possible candidates for GSCB volunteer Facilitators
- Work with GSCB and Service Team to ensure education records are updated
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities 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: _____

