

- Position:** Teen Consultant
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To support Leaders of teen girls 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 and teen Girl Scouts
  - 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:**

- Promote Teen Leadership activities in Service Unit
- Encourage Troops with members in grades 6 through 12 to explore Leadership opportunities
- Stay updated on developments and new resources from GSUSA and GSCB for teen Girl Scouts
- Participate in the development and implementation of Service Unit goals
- Maintain confidentiality when dealing with sensitive issues
- Attend Service Team and volunteer meetings
- Educate and support Leaders in:
  - Identifying local resources, including short-term volunteers and young adult advisors to supplement the Troop Leadership Team
  - Implementing the *Girl Led* approach to planning
  - Promoting program opportunities for teen girls beyond the Troop setting
  - Encouraging use of all program resources including Badge/Interest Project Patch books, Journey books and the Leadership Experience; encourage girls to earn the Girl Scout Silver and Gold Awards
  - Promote *destinations*
  - Encourage flexible participation options for girls
- Establish and maintain continuing support to Leaders
  - Ensure Leader orientation or education prior to first meeting
  - Assist Leader in planning initial meetings including group meeting, parent meeting and volunteer committee
  - Communicate with Leaders on a regular basis (email, phone, visit to meetings, etc.)
  - Facilitate Leader roundtable discussions at Service Unit meetings
  - Establish a well-balanced program including Fall Product Sales and Cookie Programs
  - Assist Leader with problem solving and Troop program evaluation
  - Review and approve applications for Troop start-up funds
  - Encourage on-going education and attendance at Service Unit meetings and events
- Promote and implement Service Unit and GSCB program
- Implement GSCB and National policies, standards and procedures
- Attend GSCB meetings and educational sessions as appropriate
- 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: \_\_\_\_\_

