

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS  
VOLUNTEER POSITION DESCRIPTION

**VOLUNTEER POSITION:** **SERVICE UNIT COMMUNITY COORDINATOR**

**PURPOSE OF POSITION:** To enhance public awareness and promote image of Girl Scouts within in assigned geographic area.

**ACCOUNTABILITY:** Appointed by and accountable to the Service Unit Director for a one year term (June 1<sup>st</sup>-May 31<sup>st</sup>).

**QUALIFICATIONS:**

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Have a working knowledge, acceptance, and willingness to promote Council’s goals, objectives, and policies.
- Ability and willingness to make decisions, organize materials, accurately maintain records, and work with adults from diverse backgrounds.
- Demonstrate excellent group and interpersonal communication skills.

**RESPONSIBILITIES:**

- Attend required Service Unit position training.
- Work with the Service Unit and Council Communications Department to promote Girl Scout Program.
- Working within Council guidelines actively seek opportunities to submit news releases and photos (featuring Troop and Service Unit events) to your local newspapers, community education bulletin, cable television station, and/or other local communications vehicles.
- Submits news items/photos to Council’s Communications department for internal promotion and publication.
- Educate Troop Leaders on how to submit stories and photos to area newspapers or council publications.
- Works with SU Event Coordinator to publicize Service Unit Events within community.
- Maintain positive working relationships with Service Unit Team members, parents, leaders, and community partners.
- Maintain continuous communication with Council, and Service Unit.
- Assist with the continued growth and development of the Service Unit and Service Team by being an active member.

**I understand and agree to the terms of the position as stated above.**

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SU Community Coordinator

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Service Unit Director

\_\_\_\_\_  
Date