

# Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas

## Recognitions Coordinator

### Position Description

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**PURPOSE OF POSITION:** Recognizes the commitment and dedicated efforts of Adult Girl Scouts by coordinating the Adult Recognitions for the Service Unit.

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

**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.
- Promote volunteer participation in GSUSA, Council, and Service Adult Recognitions.
- Sees that all Council and GSUSA Adult Recognition practices and procedures are followed.
- Maintains an Adult Resume file of registered volunteers within the Service Unit.
- Coordinates other methods of ensuring that volunteers are recognized and appreciated within the Service Unit/Community
- Help make sure that all nominations have the appropriate number of endorsement letters attached.
- Ensure all nominees are registered Girl Scouts (except those awards that do not require membership with GSUSA).
- Ensure nominee applications are submitted to Adult Development Director and or Membership Marketing Specialist by deadlines.
- 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 Adult Recognitions Coordinator

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Service Unit Director

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Date