

Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas
Service Unit Training Coordinator
Position Description

PURPOSE OF POSITION: The Training Coordinator is responsible for ensuring volunteers receive an appropriate orientation and on-boarding experience, including communication of the council's vision, strategic business goals, and objectives, as well as initial and ongoing development for their respective volunteer position(s). He/She maintains learning/development resources and database files, and ensures that volunteers have the necessary tools, resources, and support required to accomplish objectives and become fully engaged in Girl Scouting.

ACCOUNTABILITY: Appointed by and accountable to the Membership and Marketing Specialist 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.
- Know your service area.
- Demonstrate planning, organizing, recruiting, problem solving and supervisory skills.
- Have a working knowledge, acceptance, and willingness to promote Council's goals, objectives and policies.
- Ability and willingness to make decisions, delegate responsibility and work with adults from diverse backgrounds.
- Have the commitment and the time needed to perform the duties.

RESPONSIBILITIES:

- Attend required SU Team Training.
- Work with the MMS to ensure the volunteers have appropriate training.
- Assure that volunteers are updated on service unit and council training classes.
- Assure that individuals are trained on appropriate classes in the service unit.
- Assure that the service unit is represented at Council annual meetings.
- Work closely with the Membership Specialist to accomplish training goals of the service unit.
- Work within the service unit and the community to promote a positive attitude toward Girl Scouting.
- Maintain continuous communication with leaders, Service Unit Team and MMS on progress and needs of volunteers.
- Actively support Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas Council and Girl Scouts of the USA policies, standards, and procedures.

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

SU Training Coordinator

Membership and Marketing Specialist

Date