

# **Community Programs Volunteer Position Description**

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**PURPOSE OF POSITION:** The Community Programs Volunteer is responsible for working with girls through the Community Programs Pathway. The Community Programs Volunteer is the key facilitator of activity sessions based on the designated Program Portfolio.

**ACCOUNTABILITY:** Appointed by and accountable to the Community Programs Director for a one year term (June 1-May 31)

**QUALIFICATIONS:**

- Must be in good standing with Girl Scouts- Diamonds of Arkansas, Oklahoma, and Texas
- Must have a completed volunteer application and criminal background check on file with the Council
- Must be familiar with the concepts inherent in Girl Scouting, such as girl/adult partnership, pluralism, and positive role models
- Must have completed Volunteering for Series and Events or GS 101 and In-person session training before the first meeting.

**RESPONSIBILITIES:**

- Provides “hands-on,” direct service programming for girls in the Community Programs Pathway
  - Treats each girl with respect.
  - Must meet with girls regularly based on identified program sessions.
  - Comes prepared to lead or facilitate each session.
  - Maintains session order and agenda.
  - Works well with others; enjoys teamwork.
  - Has a sense of humor.
- Provides Community Programs Director and/or Community Programs Specialist with copies of all grant and non-grant related documents (Weekly reports, Timesheets, Sign-in sheets, Outcomes measures, and Session curriculum).
  - Uses the assigned reporting documents to track girl attendance, participation, and session overviews.
  - Ensures that documents are kept in an organizational binder, folder or portfolio.
  - Keeps a copy of all records on hand for future use by the Diamonds Council.
- Actively supports 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.**

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Community Programs Volunteer

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Community Programs Director

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Date