



GIRL SCOUTS OF NORTHERN CALIFORNIA

LAFAYETTE GIRL SCOUT SERVICE UNIT

JOB DESCRIPTIONS

## COMMUNITY DEVELOPMENT DIRECTOR (CDD)

- A paid staff position at the Council office.
- Responsible for helping develop membership and supporting activities.
- Acts as a liaison between our Service Unit and the Council.
- Oversees issues not resolved by any Coordinating Team member.

## SERVICE UNIT DIRECTOR – PROGRAM & EVENTS (COUNCIL JOB DESCRIPTION)

***Oversee the running of the Service Unit, focusing on program.***

- Attend Council training.
- Plan & chair Coordinating Team meetings.
- Plan & chair Service Unit leader meetings.
- Serve on Nominating Committee.
- Serve on Financial Resources Committee.
- Interact with all Coordinating Team members to ensure an effective operation of the Lafayette Service Unit.
  - ✓ Update Coordinating Team Organization Chart and Job Descriptions.
  - ✓ Recruit Coordinating Team volunteers.
  - ✓ Prepare and maintain annual Coordinating Team Roster.
  - ✓ Prepare and maintain annual Action Plan.
  - ✓ Prepare and maintain annual Staffing Plan.
  - ✓ Assist Membership Coordinator in preparing annual Recruiting Plan.
  - ✓ Organize annual purchase of name tags for Coordinating Team and leaders.
- Interact with all Coordinating Team members to create a quality Girl Scout program for Lafayette.
  - ✓ Update Purpose, Goals and Objectives.
  - ✓ Update Resource Guide.
  - ✓ Update Crisis Management Plan.
  - ✓ Identify local boundaries.
  - ✓ Approve local Trip Forms – Trip or High-Risk Activity Form (maintain for 1 year).
  - ✓ Identify Council programs and disseminate information to Service Unit.
  - ✓ Facilitate a bridging information session at the fall leader meeting.
  - ✓ Facilitate a camp information session at the winter leader meeting.
  - ✓ Provide program training at leader meetings.

## DIABLO DAY CAMP (DDC) LIAISON

- Attend monthly DDC meetings.
- Represent the Service Unit at the DDC meetings and report back.
- Coordinate the Service Unit's responsibilities for DDC.
- Take an active part in planning DDC program.
- Advertise and encourage attendance at DDC.

## COMMUNITY SERVICE PATCH CHAIR

- Distribute information about qualifying for and ordering the Community Service Patch.
- Order and deliver patches to leaders.

## OLDER GIRL PROGRAM COORDINATOR

- Work with Stanley SO and Membership Coordinator to help provide training for leaders and volunteers:
  - ✓ Incoming 6th grade troops – Older Girl Scout program (Silver Award and Interest Projects), transition to middle school and merging troops.
- Facilitate Older Girl Events across troops.
- Contribute articles to Leader Update.
- Oversee middle school social/recruiting event.
- Facilitate the Service Unit's involvement in the Destinations program.
  - ✓ Keep informed of Destinations opportunities and deadlines.
  - ✓ Communicate to older girl troops.
  - ✓ Initiate opportunities for girls to share their experiences about their destinations.
  - ✓ Facilitate an informational meeting for the Service Unit, prior to the Council meeting.
  - ✓ Advertise scholarship opportunities.
- Oversee Older Girl Recognition
  - ✓ Plan and facilitate 10-year pin ceremony for Senior Girl Scouts at April leader meeting.
  - ✓ Acknowledge Gold awards with letter from Service Unit.
  - ✓ Update Gold Award plaque annually.
  - ✓ Forward list of Gold recipients to webmistress annually.

## DISCOVEREE LIAISON

- Keep in contact with the Discoveree Committee and bring relevant information back to the Coordinating Team.
- Advertise Discoveree through Service Unit communication channels
- Encourage leaders, volunteers and parents to attend Discoveree

## LEADER RESOURCES

### RESOURCE LIBRARIAN

- ✓ Store the resource library.
- ✓ Ensure index on website is up to date.
- ✓ Provide for checkout of items.
- ✓ Update library as necessary – ask Treasurer for budget.
- ✓ Bring selection of resources to each leader meeting for checkout.

### BRIDGE KEEPER

- ✓ Store the bridge.
- ✓ Provide for checkout of bridge.

### EQUIPMENT COORDINATOR(S) – CEREMONY, PROGRAM, CAMPING, TENTS

- ✓ Store all Service Unit equipment.
- ✓ Ensure index on the website is up to date.
- ✓ Provide for checkout of items.
- ✓ Update equipment as necessary – ask Treasurer for budget.

## SERVICE UNIT DIRECTOR – COMMUNITY, COMMUNICATIONS & PRODUCT (COUNCIL JOB DESCRIPTION)

*Oversee the running of the Service Unit, focusing on community and communications.*

- Attend Council training.
- Serve on Nominating Committee.
- Coordinate ongoing communication to all Coordinating Team members and leaders.
  - ✓ Prepare and maintain annual Calendar.
  - ✓ Review all communication sent out.
  - ✓ Prepare and issue a Monthly Leader Update.
  - ✓ Review contents of Council Fall Packet and oversee production of Service Unit materials.
  - ✓ Review contents of Council Spring Packet and oversee production of Service Unit materials.
  - ✓ Conduct annual survey of leaders/volunteers.
- Serve as Press Representative for the Service Unit.
  - ✓ Coordinate press releases and /or letters to the editor to publicize Lafayette Girl Scouts:
  - ✓ Fall recruiting (Membership Director)
  - ✓ Cookie sales (thank you for buying) (Cookie Managers)
  - ✓ Leader/volunteer appreciation (Membership Director)
  - ✓ Adult recognitions (Membership Director)
  - ✓ Service Unit events and projects.
- Attend monthly Lafayette Community Liaison meetings
- Serve as Service Unit spokesperson.
- Identify and create community opportunities for girls and troops (flag ceremonies, service projects, etc.).

## FAMILY PARTNERSHIP CHAIR (COUNCIL JOB DESCRIPTION)

- Attend Council training.
- Coordinate the Family Partnership campaign for the Service Unit.
- Plan the Family Partnership outreach for registration.
- Plan the Family Partnership presentation for each leader meeting.
- Plan the Family Partnership follow-up outreach in late winter.

## COMMUNICATIONS (*REPORT DIRECTLY TO SERVICE UNIT DIRECTOR-COMMUNITY AND COMMUNICATIONS*)

### NEWSLETTER EDITOR

- ✓ Prepare 1 newsletter (email) in September to all registered girls and adults.
- ✓ Prepare 2 or 3 emailed newsletters (Nov, Feb and May) to all individuals registered on Constant Contact. (May substitute sending leader updates.)
- ✓ Attend Coordinating Team meetings as needed.
- ✓ Maintain log of Newsletters.

### ANNOUNCEMENT EDITOR

- ✓ Prepare and distribute email announcements as needed.
- ✓ Attend Coordinating Team meetings as needed.

### WEBMISTRESS

- ✓ Update the website as needed.
- ✓ Attend Coordinating Team meetings.

### EMAIL SUBSCRIPTION MANAGER

- ✓ Manage the Constant Contact email list.

## MEMBERSHIP COORDINATOR (COUNCIL JOB DESCRIPTION)

*Direct the work of the service unit in organizing troops and supporting leaders within the Lafayette Service Unit.*

- Attend Council training.
- Train School Organizers.
- Update New Leader Welcome Packet including Quick Start training.
- Prepare and maintain annual Recruiting Plan, in conjunction with Service Unit Directors. Present at September LSU meeting.
- Oversee recruiting program across the Service Unit.
- Update Leader Check-In document.
- Assist School Organizers in recruiting girls.
- Assist School Organizers in recruiting adult volunteers.
- Recruit girls in home schooling programs.
- Recruit and oversee independent girls "Juliettes".
- Communicate with and support troop leaders.
- Facilitate 5<sup>th</sup> grade transition process (winter leader meeting).

- Assist the CDD with the collection of school statistics as needed.
- Provide sign-in sheets for leader meetings and ensure follow-up by School Organizers.
- Oversee Adult Recognition.
  - ✓ Plan and facilitate recognition of new Coordinating Team members at Fall leader meeting
  - ✓ Plan and facilitate the new leader ceremony at the November leader meeting.
  - ✓ Plan and facilitate the Leader/Volunteer Recognition ceremony at the April leader meeting.
  - ✓ Identify and acknowledge leaders/volunteers with 5+ years of service.
  - ✓ Identify and acknowledge those leaving the Coordinating Team.
  - ✓ Work with the City of Lafayette to hang banner the week of April 22 honoring leaders on Leader Appreciation Day.
  - ✓ Publicize recipients of Council awards.
  - ✓ Publicize recipients of Service Unit awards.

## NOMINATING COMMITTEE (MEMBERSHIP COORDINATOR IS CHAIR)

*The following Coordinating Team members serve on the nominating committee: all School Organizers and the Service Unit Coordinators.*

- Meet regularly starting in January to discuss, evaluate and make recommendations on nominations.
- Solicit adult recognition nominations for both Service Unit and Council awards.
- Ensure all paperwork is forwarded to Council.

## SCHOOL ORGANIZERS (COUNCIL JOB DESCRIPTION)

*Work with the Membership Coordinator and CDD to put girls, troops, and leaders together to provide a successful Girl Scout program. Serve as consultants to troops to nurture and support leaders and volunteers.*

- Attend Service Unit training.
- Recruit girls and adults in the fall using back-to-school days, newsletters and flyers.
- Work with existing troops to problem solve, blend troops, and place girls during mid-year.
- Serve as main contact person for troop leaders regarding membership and personnel issues.
- Hold Quick Start meetings with new leaders.
- Establish mentoring relationships.
- Communicate / Follow-up with leaders (on-going and after leader meetings, if missed)
- Assist with troop registration and at the Service Unit Registration Rally.
- Host one Service Unit leader meeting per year (with assistance of school troop leaders).
  - ✓ Identify a troop or group of girls to do a flag ceremony.
  - ✓ Ask all of their leaders to come 30 minutes before the opening of the meeting (generally 6:30) to set up the room.
  - ✓ Act as greeter beginning at 6:45 – welcoming those arriving, telling them where to sign in and get name tags, telling them how we are sitting, letting them know if there are specific things to pick up, giving them a raffle ticket.
  - ✓ Ask all of their leaders to stay for about 15 minutes to clean up the room.
- Facilitate Round Tables at November Leader meeting.
- Serve on the Nominating Committee.
- Attend Coordinating Team and leader meetings.

## **EVENT COORDINATOR (COUNCIL JOB DESCRIPTION)**

*Oversee the Service Unit events offered to girls.*

- Attend Council training.
- Facilitate Service Unit application process.
- Work with Service Unit Coordinators and Coordinating Team to add events to the calendar.
- Provide Service Unit training as necessary for event/camporee directors.
- Review all event flyers and announcements.
- Store the Service Unit event binders.
- Annually, review contents of First Aid Kit and replace items as necessary.
- Serve on Financial Resources Committee.
- Attend Coordinating Team and leader meetings.

## **PRODUCT SALES (REPORT DIRECTLY TO SERVICE UNIT DIRECTOR-PROGRAM)**

### **FALL SALE MANAGER**

- ✓ Attend Council training.
- ✓ Provide training to Troop Fall Sale Managers.
- ✓ Oversee the Fall Sale, working with other volunteers.
- ✓ Provide support to Juliettes participating in the Fall Sale.
- ✓ Attend Coordinating Team and leader meetings when necessary.

### **FALL SALE BOOTH COORDINATOR**

- ✓ Coordinate the fall booth sales for the Service Unit.

### **COOKIE SALE MANAGER**

- ✓ Attend Council training.
- ✓ Provide training to Troop Cookie Sale Managers.
- ✓ Oversee the Cookie Sale, working with other volunteers.
- ✓ Provide support to Juliettes participating in the Cookie Sale. (See Council Job Description).
- ✓ Attend Coordinating Team and leader meetings when necessary.

### **COOKIE STATION MANAGER(S)**

- ✓ Work with the Cookie Sale Manager to oversee the Cookie sale.

### **COOKIE BOOTH SALE COORDINATOR**

- ✓ Coordinate the cookie booth sales for the Service Unit.

### **COOKIE CUPBOARD COORDINATOR**

- ✓ Maintain the cookie cupboard during the Cookie Sale.

### **COOKIE RECOGNITIONS DISTRIBUTOR (CAN BE A TROOP OR INDIVIDUAL)**

- ✓ Pick up, organize and distribute the cookie recognitions.

## **REGISTRAR (COUNCIL JOB DESCRIPTION)**

*Oversee registration for the Service Unit and keep Service Unit informed of membership goal and statistics.*

- Attend Council training.
- Teach ebiz online registration to be completed by troop leaders and adults.
- Set Service Unit procedures and deadlines used for registration.
- Provide e-access to all forms.
- Maintain troop registration report – present to Coordinating Team monthly.
- Maintain file of troop rosters for the Service Unit.
- Maintain Troop & Leader Roster for the Service Unit – provide Coordinating Team monthly and distribute to Leaders quarterly.
- Attend Coordinating Team and leader meetings.

## **TREASURER (COUNCIL JOB DESCRIPTION)**

- Maintain the financial affairs of the Service Unit.
- Present budget to Coordinating Team in September.
- Submit monthly reports to Coordinating Team.
- Update financial polices of the Service Unit on an annual basis and present to Coordinating Team in April.
- Collect Troop Financial Reports at the end of the year.
- Work with CDD to collect Disband forms from troops that have disbanded.
- Complete and submit Service Unit Financial Report at the end of the year.
- Attend Coordinating Team and leader meetings.

### **FINANCIAL RESOURCES COMMITTEE (TREASURER IS CHAIR)**

*The following Coordinating Team members serve on the financial resources committee: Service Unit Directors, Event Coordinator and 3 at-large members.*

- ✓ Create the annual budget, prior to the September Coordinating Team meeting.
- ✓ Provide oversight as to the spending of the Service Unit.

### **FUNDRAISING CHAIR**

- ✓ Organize fundraisers for the Service Unit: Council paperwork, advertising to Service Unit and follow-up with partners.
- ✓ Currently this includes purchases at candy store or pottery decorating or 2 dinners at local restaurants.

## **SECRETARY (COUNCIL JOB DESCRIPTION)**

- Take minutes at the monthly Coordinating Team meetings.
- Distribute minutes prior to next Coordinating Team meeting for review.
- Write correspondence and thank you notes for the Service Unit.
- Attend Coordinating Team Meetings.