

Service Unit Adult Recognition Coordinator

The Service Unit Adult Recognition Coordinator is responsible for coordinating recognition events and maintaining current, and accurate volunteer participation records.

Required Skills for Adult Recognition Coordinator:

- General understanding of the types of volunteer recognitions that are available at the Service Unit and Council levels.
- Ability to support leaders and volunteers with requirements for recognitions.
- Ability to communicate regularly with SU membership regarding recognitions available and application deadlines.
- Ability to express facts clearly and accurately.
- Good communication and verbal skills.
- Ability to present the types of recognitions available at the Service Unit meetings.

Responsibilities of Adult Recognition Coordinator:

- Serve as a resource to troop co-leaders and Service Unit team members to assist them with any recognition needs for volunteers.
- Attend Service Unit Meetings.
- Willingness to contribute to a supportive Service Unit environment.
- Assist Service Unit team and co-leaders in identifying volunteers that meet requirements for recognitions.
- Ability to work with the service unit or leaders in planning a recognition event.
- Maintain accurate recognition records, and volunteer years of service, and tenure records.
- Show periodic support and informal appreciation to members of the Service Unit.

Service Commitment: Service Unit Management with approval from the Volunteer Experience Manager, will appoint the Service Unit Adult Recognition Coordinator for a one year renewable term in which she/he can expect to provide approximately one to three hours of service monthly, depending on the needs of the Service Unit.

Supervision & Support: The Service Unit Adult Recognition Coordinator is supported by and accountable to Service Unit Management, GSWNY Volunteer Experience Specialist, and GSWNY Volunteer Experience Staff.

Responsibilities of ALL GSWNY VOLUNTEERS

- Must become a registered member of GSUSA.
- Complete required background check and coursework as assigned and provided by GSWNY and GSUSA.
- Be able to meet deadlines and responsibilities, and to maintain confidentiality.
- Follow the guidelines, policies, procedures, and standards of GSWNY and GSUSA.
- Be a positive voice for Girl Scouts of Western New York.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.