



## Service Unit Communications Coordinator

The Service Unit Communications Coordinator is responsible for coordinating and maintaining sound, current, and accurate service unit records, and to assist with all types of Service Unit communication.

### Required Skills for Service Unit Communications Coordinator:

- General understanding of email and any social media that the Service Unit is currently using or planning to use.
- Ability to support leaders and volunteers with basic issues with email or other social media used by the Service Unit
- Ability to communicate regularly with SU membership via email or other methods as needed.
- Ability to express ideas and facts clearly and accurately. Good communication and verbal skills.
- Willingness to contribute to a supportive Service Unit environment.

### Responsibilities of Service Unit Communications Coordinator:

- Serve as a resource to troop leaders to assist them with any social media or communication needs.
- Attend Service Team and Service Unit Meetings and record minutes.
- Prepared to give an oral report of the previous meetings minutes.
- Assist with service unit email, newsletters, social media or other correspondence.
- Assist Service Unit Manager and Service Team with maintaining service unit records.
- Work directly with GSWNY Marketing and Communications Department to share service unit events and highlights.

**Service Commitment:** The Service Unit Manager, with approval from the Volunteer Experience Manager, will appoint the Service Unit Communications Coordinator for a one year renewable term in which she/he can expect to provide a minimum of 3 hours of service monthly depending on the needs of the Service Unit.

**Supervision & Support:** The Service Unit Communications Coordinator is supported by and accountable to the Service Unit Manager, GSWNY Volunteer Experience Manager 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.