

Service Unit Welcome Specialist

The Service Unit Welcome Specialist introduces new volunteers to the service unit, and provides ongoing support and mentoring.

Required Skills for Welcome Specialist

- Warm, welcoming personality
- Interest in developing new leaders
- Familiarity with current Girl Scout resources, including the Volunteer Toolkit
- High degree of comfort and regular access to email
- Regular attendance at service unit meetings
- Willingness to contribute to a positive, supportive Service Unit environment.

Responsibilities of Welcome Specialist

- Assist with the preparation of a SU welcome document with team contact information and meeting dates
- Reach out to new leaders via phone to welcome her/him to the service unit
- Be present at meetings to greet new volunteers
- Sit with new volunteers or create a buddy system for new and seasoned volunteers
- Remind before and follow up after a volunteer's first few service unit meetings
- Be willing to answer questions via phone or email

Service Commitment: The Service Unit Manager, with approval from the Volunteer Experience Specialist, will appoint the Service Unit Welcome Specialist 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 Troop Manager is supported by and accountable to the Service Unit Manager and the Volunteer Experience Specialist.

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.