Service Unit Recognition Coordinator

PRINT NAME: ___________________________ SERVICE UNIT#: ___________________________

PURPOSE OF POSITION: The Service Unit Recognition Coordinator ensures older girls and adult volunteers are recognized and appreciated for their hard work and outstanding service all year long. The position is also responsible to integrate parents and girls participation in the Service Unit to help appreciate and thank troop volunteers year-round.

TERM: Appointed to a one-year term. May serve no more than three consecutive terms; after one year lapse maybe appointed again.

TIME COMMITMENT: Approximately 2 hours per month.

ACCOUNTABLE TO: Service Unit Manager and Volunteer Specialist

RESPONSIBILITIES:

1. Establish and update award record keeping for Service Unit on an annual basis, communicate with the Volunteer Development Coordinator for accuracy.
2. Create referral log for new nominations and add names on a monthly basis.
3. Promote and collect adult volunteer award nominations and submit nomination for the annual Recognition Event, due February 4th, by 6:08 pm (2-4-6-8, who do we appreciate?).
4. Promote and collect older girl award nominations and submit nomination for the annual Recognition Event, due March 12th by 6:00 pm.
5. Promote older girl nominations and support Celebrate Leadership Event, due (Pending).
6. Inform your Service Unit team of awards criteria, nomination procedures and deadlines
7. Ensure that your Service Unit has strong representation in the nominations process.
8. Work with parents and girls in the Service Unit to help appreciate and thank troop volunteers year-round.
9. Promote and support activities for Volunteer Appreciation Month and Leaders Appreciation Day in April.
10. Attend Service Team and Service Unit meetings
11. Utilize Online Resources; Pinterest boards (@GirlScoutsOC).
12. Communicate recognition and appreciation support to Council staff (Staff title here).
13. Complete the volunteer application and background screening process, including registration and orientation.
14. Complete all position-related training within three months of appointment.
15. Support and promote Council Product Sales and Fund Development activities in all aspects.
16. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

QUALITIES REQUIRED:

1. Ability to Focus on Girls: Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. Ability to Foster Diversity: Understand and embrace differences.
5. Model the Girl Scout Promise and Laws: Demonstrate personal integrity, credibility and dependability for girls.
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<thead>
<tr>
<th>Volunteer’s Signature</th>
<th>Date</th>
<th>SU Coordinator - Planner</th>
<th>Date</th>
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*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*