

### *Recognitions Coordinator*

**PURPOSE:** Ensure older girls and adult volunteers are recognized and appreciated for their hard work and outstanding service year-round.

**TERM:** Appointed by Troop Support Specialist for a one-year term, eligible for reappointment.

**TIME COMMITMENT:** Approximately 4-6 hours/month, Aug-June (major deadlines in Feb and March).

**ACCOUNTABLE TO:** Program Lead, Troop Support Specialist

**SUPPORTED BY:** Program Lead, Program Team (Level Consultants, Recognitions Coordinator), Troop Support Specialist, Volunteer Development Coordinator.

### **RESPONSIBILITIES:**

- Collaborates with Program Team to foster a culture of honor by ensuring volunteers are consistently recognized and appreciated formally and informally.
- Reviews or establishes and update award record keeping for Service Unit on an annual basis.
- Motivates Service Unit to submit nominations by promoting monthly and annual award programs and communicating awards criteria, nomination procedures, and deadlines.
- Monthly Recognitions: Create referral system for new nominations and log names and accomplishments on a monthly basis.
- Annual Recognitions: Promote, collect, and submit adult volunteer and older girl award nominations for the annual Recognition Event. Adult deadline: February 4, by 6:08 p.m. (2-4-6-8, Who do we appreciate?); Girl award deadline: March 12 at 6:00 p.m.
- Promotes and supports activities for Volunteer Appreciation Month and Leader Appreciation Day in April.
- Serves as part of the SU Program Team, supporting and participating in Program Team initiatives.
- Participates in Service Team and Service Unit meetings.
- Utilizes Online Resources [GSOC Volunteer Recognition and GSOC Volunteer Appreciation web page](#): Dropbox documents and Excel spreadsheets.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment.

### **QUALITIES REQUIRED:**

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.