

# SERVICE UNIT COMMUNICATIONS COORDINATOR

PURPOSE		APPOINTED BY	TERM
Communication between service unit team and troop leaders		Leader Support Manager	Two years Renewable
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Maintain contact information for volunteers, team members and staff</li> <li>• Communicate service unit leader meetings to troop leaders as directed by Leader Support Manager</li> <li>• Communicate approved event flyers to troop leaders as directed by Service Unit team</li> <li>• Encourage volunteers to participate in online communities such as Facebook, Twitter, and Rallyhood according to Girl Scout Safety Activity Checkpoints</li> <li>• Responsible for staying informed of what is happening in Girl Scouting locally, nationally, and worldwide</li> <li>• Complete all position-related training provided by the council</li> <li>• Follow the guidelines in the following publications               <ul style="list-style-type: none"> <li>• Girl Scouts of Northern California Publication Style Guide</li> <li>• Website Guidelines</li> <li>• Social Network Guidelines</li> <li>• Logo Guidelines</li> </ul> </li> </ul>		
<b>REQUIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Registered &amp; screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy</li> <li>• Ability and desire to work with and serve people from diverse backgrounds</li> <li>• Adheres to council policies and ways of work</li> <li>• Able to maintain confidentiality when sensitive issues arise</li> <li>• Strong organizational skills and follow-through, i.e. meets deadlines and returns calls or emails</li> <li>• Good oral, verbal and written communication – express ideas and facts clearly and accurately</li> </ul>		
<b>DESIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Experience in communications and use of technology to support the distribution of information</li> <li>• Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments</li> </ul>		
<b>APPOINTMENT</b>			
Your appointment to the above position begins on		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

*\*This position can be shared*