

# SERVICE UNIT

## ADULT RECOGNITION COORDINATOR

PURPOSE	APPOINTED BY	TERM
Ensure outstanding volunteers within the service unit are recognized on a local and council level	Leader Support Manager	Two years Renewable

**RESPONSIBILITIES**

<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Become familiar with the available awards and nomination processes</li> <li>Promote, encourage, and facilitate the nomination of volunteers for service unit, council and national recognitions</li> <li>Organize local recognition celebrations</li> <li>Oversee appreciation opportunities as needed</li> <li>Approve and maintain records for awards</li> <li>Complete all position related training provided by the council</li> <li>Attend team and leader meetings as necessary</li> </ul>
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<b>REQUIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Girl Scout, at least 18 years of age, with volunteer approval 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>Good oral, verbal and written communication – express ideas and facts clearly and accurately</li> </ul>
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<b>DESIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Well organized, able to maintain records and meet deadlines</li> <li>Strong leadership skills, with the ability to delegate tasks</li> <li>Ability to utilize electronic forms</li> <li>Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments</li> </ul>
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**APPOINTMENT**

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*