

SERVICE UNIT COMMUNICATIONS COORDINATOR

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