



# ADULT RECOGNITIONS COORDINATOR

## Service Team Position Description

**SUMMARY** Organize and deliver an adult recognition program in the Service Unit to ensure all volunteers are recognized for their contributions to Girl Scouts. Recognize adult volunteers both formally and informally to increase volunteer retention and improve the volunteer experience.

**SUPPORTED BY** Member Support Executive (MSE) and GSACPC Volunteer Support Team

**APPOINTMENT** Appointed by MSE for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Recruit a recognition committee that includes at least one other member of the Service Team and the MSE
- » With the recognition committee, develop and implement a plan to both formally and informally recognize adult volunteers including, but not limited to, an annual Service Unit recognition event.
- » Record and maintain recognition records for adult volunteers in the Service Unit.
- » Ensure adult volunteers understand the GSACPC volunteer recognition process through training and sharing information.
- » Provide ongoing volunteer recognition support and guidance.
- » Encourage nominations for council level awards within the Service Unit, and assist interested parties with the process.
- » Encourage nominations for Service Unit Awards, including but not limited to the Volunteer of Excellence award, assist interested parties with the process, and ensure nominations are approved by at least 3 recognition committee members.
- » Attend and participate in Service Unit and leader meetings to promote positivity and shared recognition.

### REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity Equity and Inclusion Statement](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Become familiar with the available awards and nomination processes.
- » Complete Adult Recognition Coordinator training found in gsLearn.
- » Complete the annual [Volunteer Agreement](#).
- » Complete Looker Access Agreement to access GSUSA data system.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Adult Recognition Coordinator Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SERVICE UNIT \_\_\_\_\_

**Thank you for your time and commitment!**