



# BILINGUAL SPECIALIST ENGLISH/SPANISH

## Service Team Position Description

**SUMMARY** Provide bilingual (English/Spanish) assistance to Council staff and/or volunteers in specific geographical locations to include verbal and written translations.

**SUPPORTED BY** Member Support Executive (MSE) and Council Multicultural Team.

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

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### RESPONSIBILITIES/DUTIES

- » Provide verbal translation support to Service Unit.
- » Support Service Unit events as needed to provide interpretation, such as parent meetings, programs or community events.
- » Be a presence at recruitment events in order to better reach Spanish preferred families.
- » Translate and assist with registration forms, volunteer applications or other forms with Spanish preferred individuals.
- » Guide and support Spanish preferred volunteers with Fall/Cookie Product Programs.
- » Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.

### REQUIREMENTS AND QUALIFICATIONS TO BECOME A BILINGUAL SPECIALIST

- » Oral and written fluency in English/Spanish, with the ability to express ideas and facts clearly and accurately.
- » 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.
- » Complete the annual [Volunteer Agreement](#).
- » 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 Bilingual Specialist 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!**