



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. Recognizing adult volunteers both formally and informally increases volunteer retention and improves 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/TASKS

- » Recruit a recognition committee that includes at least one other member of the Service Team and the Member Support Executive.
- » 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 area 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.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Comply with all GSUSA and Council policies and procedures, including Volunteer Essentials.
- » Be, or willing to become, a registered member of Girl Scouts, including a background check.
- » Attend and participate in service unit and leaders meetings to promote positivity and shared recognition.

STEPS TO BECOME AN ADULT RECOGNITIONS COORDINATOR:

- » Become familiar with the available awards and nomination processes.
- » Complete Adult Recognitions Coordinator training online to prepare for position-specific responsibilities.

THANK YOU FOR YOUR TIME AND COMMITMENT.