



BILINGUAL ASSISTANT – ENGLISH/SPANISH

Service Team Position Description

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

SUPPORTED BY Latino Community Innovation Manager in partnership with the Member Support Executive (MSE).

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

RESPONSIBILITIES/TASKS

- » Present a positive image of Girl Scouting to girls, volunteers and community members.
- » Provide verbal translation support to Council staff or other volunteers in designated area.
- » Be available to attend evening/weekend parent meetings, programs or community events to provide translation support.
- » Interpret and assist with registration forms, volunteer applications or other forms with Spanish preferred individuals.
- » Complete Volunteer Survey at the end of volunteer term, and Provide feedback to council staff support.
- » Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- » 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*.

STEPS TO BECOME AND A BILINGUAL ASSISTANT

- » Oral and written fluency in English/Spanish, with the ability to express ideas and facts clearly and accurately.
- » Personal integrity: Demonstrate dependability, honesty, and credibility.
- » Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- » Foster diversity: Understand, respect, and embrace differences.
- » Have access to e-mail and the Internet.
- » Must be a registered member of GSUSA.

THANK YOU FOR YOUR TIME AND COMMITMENT.