



BILINGUAL SPECIALIST- 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 Membership Engagement Manager, Latino Community in partnership with the Member Support Executive (MSE).

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

RESPONSIBILITIES/DUTIES

- » 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.
- » Guide and support Spanish preferred volunteers with Fall/Cookie Product Programs.
- » Complete Volunteer Survey 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.

REQUIREMENTS AND QUALIFICATIONS TO BECOME AND A BILINGUAL SPECIALIST

- » Oral and written fluency in English/Spanish, with the ability to express ideas and facts clearly and accurately.
- » Have access to e-mail and the Internet.
- » 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, 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.
- » Leadership from the Inside Out online resource 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!