

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **ORIENTATION SPECIALIST**

OBJECTIVE: Provide orientation to new troop leaders.

ACCOUNTABILITY: Appointed by and accountable to the service unit manager.

RESPONSIBILITIES:

1. Contact new leaders within five days of request for orientation.
2. Orient new leaders in all aspects of their responsibilities, including position training, accurate completion of paperwork, and important council deadlines
3. Contact membership director and/or service unit manager concerning orientation status.
4. Ensure accurate interpretation of GSUSA and council policies to leaders (i.e., program progression, health and safety guidelines, money-earning projects, etc.).
5. Contact troop organizer to obtain names of girls to form troop.
6. Attend and participate in service team and service unit leaders' monthly meetings.
7. Attend orientation specialist refresher training every three years.
8. Attend Service Team Rap yearly.
9. Contribute to the development of a diverse and pluralistic Girl Scout membership.
10. Assist other service team members in moving the service unit toward its goals.

QUALIFICATIONS:

- At least 18 years of age.
- Is (or is willing to become) a member of Girl Scouts of the USA.
- Able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.
- Knowledge of Girl Scout program, policies, and standards.
- Good communication and problem solving skills; access to a telephone.
- Willingness to participate in a yearly performance review.