

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **SERVICE UNIT PROGRAM AIDE COORDINATOR**

OBJECTIVE: Coordinates Program Aides within the service unit.

ACCOUNTABILITY: Appointed by and accountable to the Service Unit Manager.

WORKS WITH: Adult Development Training Specialist or Program Coordinator.

RESPONSIBILITIES:

1. Be familiar with the Program Aide program for girls entering 7-12th grade.
2. Promote the Program Aide Program to all older girl advisors and third year junior leaders.
3. Ensure that leaders and girls understand how Program Aides can assist troops/group or at council offered events.
4. Maintain records of Program Aides, completed hours, availability, skills, training and placement.
5. Encourage Program Aides to seek additional training and help.
6. Create and maintain a pathway of communication and information between council, Program Aides and troop leaders/advisors (all age levels).
7. Contribute to the development of a diverse and pluralistic Girl Scout membership.

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.
- Good communication and problem solving skills; access to telephone, e-mail encouraged.