



**Volunteer Position Description:** Service Unit Communication Liaison

**Purpose of this Position:** To provide communication to volunteers in designated Service Unit, including use of email and social media. To share and promote GSSEM social media contents.

**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.

**Supervised By:** Troop Support Specialist

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**SPECIFIC RESPONSIBILITIES:**

- Assist Service Unit Manager with meeting reminders and notifications.
- Regularly post updates on events, meetings, etc. on Service Unit Social Media (Facebook, Instagram, etc.).
- Like and follow GSSEM's Social media (Facebook, Instagram, Twitter, etc.), and share GSSEM's content on Service Unit Social media.
- Maintain current knowledge of the GSSEM Social Media and Email Policies and Guidelines.

**REQUIREMENTS:**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to the Communications Liaison position, if available.
- Have no debt owed to GSSEM or its troops/groups.
- Be energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.