



Girl Scouts of Southeastern Michigan

Administrative Volunteer Positions: Service Unit Level, Girl Scouts of Southeastern Michigan

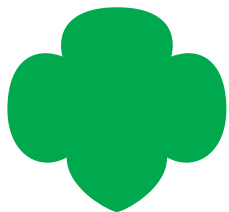
Position	Term of Service & Required Training	Responsibilities	Resources & Forms Used
Service Unit Manager	Appointed for one year by Service Unit Support Specialist. Eligible for reappointment annually. Required Training: Service Unit Manager Training, Looker for Service Unit Managers (gsLearn).	Maintains a close relationship with volunteers and staff within the assigned area; Conducts regular outreach to Troop Leaders in the Service Unit; Connects volunteers to resources that enhance their knowledge of their role; Schedules and facilitates regular Service Unit meetings that are fun, interactive, and leader-led; Facilitates delegate elections in the assigned area every fall; Works with Member Support to follow up with and assist lapsed troops with registration; Build and oversee a Service Unit team to encourage volunteer engagement within the Service Unit; Work with the Community team to create a year-long plan to engage girls and volunteers and to support Service Unit goals.	Volunteer Essentials, Administrative Volunteer Newsletter, Safety Activity Checkpoints
Service Unit Communication Liaison	Appointed for one year by Service Unit Support Specialist. Eligible for reappointment annually. Required Training: Communications Liaison Training.	Provides communication to volunteers in designated Service Unit; Assists Service Unit Manager with meeting reminders and notifications; Regularly posts updates on events, meetings, etc. on Rallyhood; Engages with GSSEM's social media and shares content on Service Unit Rallies; Maintains current knowledge of the GSSEM Social Media and Email Policies and Guidelines.	GSSEM website, Rallyhood
First Year Leader Mentor	Appointed for one year by Service Unit Manager or Service Unit Support Specialist. Eligible for reappointment annually. Required Training: Welcome Champion Training.	Provides support to new Troop Leaders/Co-Leaders during their first year of service; Contacts new Troop Leaders/Co-Leaders within one week of their parent meeting; Works with First Year Troop Support Specialists to attend and/or assists in the planning of the Troop's first meeting; Provides suggestions/examples of age-appropriate activities pertaining to the Girl Scout Leadership Experience; Responds to phone calls/emails from new Troop Leaders/Co-Leaders in a timely manner, or notifies First-Year Troop Support Specialist if unable to respond; Follows up with new Troop Leader/Co-Leader at least quarterly during their first year of service; welcomes volunteers to the Service Unit Rally on Rallyhood.	Troop Leader Orientation, New Leader's Guide to Success, Volunteer Essentials, Rallyhood



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Resource Champion	Appointed for one year by Service Unit Support Specialist. Eligible for reappointment annually. Required Training: Rallyhood Short & Snappy.	Serve as a resource to Troop Leaders in the assigned Girl Scout Service Unit on the use of the Rallyhood and gsLearn; Assists troop leaders in using Rallyhood to manage troop operations; Assists troop leaders with signing up for instructor-led trainings on gsLearn; Assists troop leaders with troubleshooting Rallyhood and gsLearn issues and escalates any outstanding issues to the Member Support department; Promotes the use of the Rallyhood and gsLearn at Service Unit meetings; Delivers Rallyhood and gsLearn demonstrations at Service Unit meetings and one-on-one meetings with Troop Leaders; Maintains a current knowledge of the content and features of Rallyhood and gsLearn; Maintains a working knowledge of GSSEM's policy resources and their content (e.g. Volunteer Essentials, Safety Activity Checkpoints, New Leader's Guide to Success) to be able to connect volunteers to the appropriate resource to address their policy questions; Escalates outstanding policy questions to the Member Support team.	Volunteer Essentials, Safety Activity Checkpoints, New Leader's Guide To Success, gsLearn, Rallyhood, Frequently Used GSSEM Forms, GSSEM Website
Troop Organizer	Appointed for one year by Recruitment Specialist. Eligible for reappointment annually.	Represent Girl Scouts within school(s) and community by encouraging new membership and supporting existing members. Regularly attend school or community events to provide a Girl Scout presence and promote when appropriate. Help organize and publicize recruitment meetings using branded flyers, email blasts, and other means. Help communicate new developments and opportunities available through Girl Scouting. Answer school staff and families' questions regarding Girl Scouts and troops at the school. Identify grade-level gaps and open troops at the school and report to the Recruitment Specialist. Explain Rallyhood as a way to simplify troop leadership. Hold Troop Organization Meetings with new troop leaders to orient families to Girl Scouting. Provide support at Family Information Meetings when available. Encourage families to become involved in Girl Scouting, connecting them to appropriate troops or requesting recruitment efforts to fill age level gaps. Encourage qualified adults to serve as volunteers to enable girls to participate. Connect families to the appropriate Recruitment Specialist to start a troop.	Troop Organizer Interest form, GSSEM Calendar, Other Online Resources



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Administrative Volunteer Positions: Council Level

Position	Appointed By/ Term/ Training	Position Description	Resources & Forms Used
Adult Learning Facilitators	Appointed for one year by Volunteer Experience Department. Eligible for reappointment annually. Required Training: Facilitator Training, Troop Leader Orientation.	Use Girl Scouts of Southeastern Michigan approved training designs to facilitate learning opportunities for adults; Submits adult attendance and evaluations within one week of each training; Participates in facilitator meetings to maintain current knowledge of Girl Scouts of Southeastern Michigan trainings; Assists with the development and revision of training modules and/or systems of delivery as needed; Include the principles of the Girl Scout Leadership Experience in all learning opportunities.	Troop Leader Orientation, Difficult Conversations, Managing Girl Scout Behavior, Engaging Girl Scout Families, Key Policies, Managing Troop Finances, Grade Level Essentials, Volunteer Essentials, Safety Activity Checkpoints, Rallyhood, gsLearn.
Product Program Committee Member	Appointed for one year by Product Program Department. Eligible for reappointment annually. One webinar training	Serves as a resource for GSSEM troop leaders and product program managers by answering questions on the GSSEM Product Program Rallies on Rallyhood; Supports events such as cookie rallies, cookie celebrations, and top seller events. Assists with packing troop kits for the fall and cookie program; Assists with product delivery locations. Assists with providing training and support to new leaders and volunteers, including assisting with webinars and cookie rookie sessions.	GSSEM Fall Product Program Rally, GSSEM Cookie Program Rally.
Highest Awards Committee Member	Appointed for a two year term by Program Specialist. Eligible for reappointment upon successful completion of service term. Training is completed by shadowing another Highest Awards Committee mentor through the process.	The Highest Awards Committee provides guidance and support to Girl Scouts working toward the Silver or Gold Awards, the highest awards available to Girl Scout Cadettes, Seniors, and Ambassadors, which have a strong emphasis on take action and leadership. Committee members review and rate girls Project Proposals and Final Reports to assure they uphold the standards and criteria of the award and provide feedback for them to be successful. Keeps an open line of communication between Gold Award Candidate and mentor; Participates in online communication, monthly meetings, retreat, trainings, and other opportunities to educate girls and volunteers on the Highest Awards; Facilitates trainings aimed at girls with adult support; Assists with preparation for the annual Honor Reception in May and requests of recognition of girls.	GSSEM Gold Award Packet, GSSEM Silver Award Packet, Online Silver Award Training, Online Gold Award Training, gogold, other online resources
Outdoor Facilitator	Appointed for one year by Lead Outdoor Education Specialist. Eligible for reappointment annually.	Effectively communicates and advocates information to volunteers and families in your community about outdoor opportunities; Actively promotes camp opportunities, including trainings, within your community; Instructs and assists leaders and parents on how to register for a camping or outdoor experience; Recruits a network of volunteers to help assist the GSSEM Outdoor Education Team in their execution of camp and outdoor events; Makes connections in the community with outdoor education providers to establish program opportunities that align with the Girl Scout Leadership Experience; Advises/ supports volunteers who are taking their girls to a camp or outdoor education experience; Participates in GSSEM learning opportunities to remain current on job duties.	Outdoor Trainings, GSSEM calendar