



**Volunteer Position Description:** Volunteer Toolkit Champion

**Purpose of this Position:** To provide guidance and knowledge to troop leaders about Volunteer Toolkit (VTK).

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

**Supervised By:** Troop Support Specialist

---

**SPECIFIC RESPONSIBILITIES:**

- Serve as a resource to troop leaders in the assigned Girl Scout service unit on the use of Volunteer Toolkit.
- Assist troop leaders with troubleshooting Volunteer Toolkit issues.
- Promote the use of Volunteer Toolkit at service unit meetings
- Deliver Volunteer Toolkit demonstrations at service unit meetings and one-on-one meetings with troop leaders.
- Maintain a current knowledge of the content and features of Volunteer Toolkit.
- ***Assist leaders in using Volunteer Toolkit to conduct virtual troop meetings.***

**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 this position.
- Have no debt owed to GSSEM or its troops/groups.
- 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.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

**AGREEMENT:**

I understand that this position is voluntary and that no payment is provided for this service. I also understand that, by not fulfilling the responsibilities or meeting the requirements of this position, I may be released from this volunteer role.