



Girl Scouts of Southeastern Michigan

Administrative Volunteer Positions Community and Council

NAME OF POSITION	APPOINTED BY/ TERM/ TRAINING	POSITION DESCRIPTION	RESOURCES/ FORMS USED
Community Events Coordinator	Appointed for one year by Troop Support Specialist. Eligible for reappointment annually. One webinar training	Promotes and supports all Council and Community-level events; Encourages events throughout the assigned area by recruiting a geographically-diverse event committee; Ensures the area's event offerings include a variety of experiences relating to the Girl Scout Leadership Experience (GSLE) at all levels of Girl Scouting; Tracks and reports event outcomes to the Troop Support Specialist; Serves on the Community Funding Committee; Mentor Event Organizers and ensure the Intent to Event process is followed for all events and series; Coordinates with the Finance Coordinator on approval of Intent to Event forms.	CEC/CFC Handbook, Intent to Event form
Community Finance Coordinator	Appointed for one year by Troop Support Specialist. Eligible for reappointment annually. One webinar training	Acts as treasurer and bank account signer for Community funds/bank account; Serves on the Community Funding Committee; Works with the Girl Scouts of Southeastern Michigan (GSSEM) Finance Department to resolve banking and financial issues; Reviews Community Event budgets to ensure they align with Girl Scouts of the USA (GSUSA) and GSSEM financial policies and procedures; Maintains accurate records of all Community financial transactions; Compiles periodic reports of Community financial activities and submit the Community Annual Financial Report to GSSEM Finance Department by June 21st.	CEC/CFC Handbook, Intent to Event form
Adult Learning Facilitators	Appointed for one year by Volunteer Experience Department. Eligible for reappointment annually. One in-person training	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.	GSSEM Foundations Training, Grade Level Trainings, Returning Leader Training
Membership Engagement Coordinator	Appointed for one year by Recruitment Specialist. Eligible for reappointment annually. One webinar training	Attend community, and school events to promote awareness of Girl Scouting and support interested families in finding a troop or attending a Family Information Meeting. Distributes branded and approved GSSEM collateral to promote membership and events; Facilitates Troop Organization Meetings to help new Troop Leaders and provides support at Family Information Meetings when needed; Supports families in joining and volunteering.	Membership Engagement Volunteer Interest Form
Volunteer National Awards Committee Member	Appointed for one year by Volunteer Experience Department. Eligible for reappointment annually. One in-person training	Reviews nominations for assigned Volunteer National Award(s) and/or GSSEM award(s); Evaluates nominations based on award criteria; Submits recommendations for each nomination; Provides feedback on Volunteer National Awards process and banquet; Assists with preparation for the annual Volunteer National Awards banquet in March; Completes assigned duties on the day of the Volunteer National Awards banquet.	VNA Awards Packet



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<p>Product Program Committee Member</p>	<p>Appointed for one year by Product Program Department. Eligible for reappointment annually.</p> <p>Two in-person trainings</p>	<p>Serves as a resource for GSSEM troop leaders and product program managers by answering questions on the GSSEM Product Program Facebook page; 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.</p>	<p>GSSEM Product Program Facebook</p>
<p>High Awards Committee Member</p>	<p>Appointed for a one year by Program Specialist. Eligible for reappointment annually.</p> <p>Training is completed by attending monthly committee meetings and attending Silver and Gold Award trainings</p>	<p>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.</p>	<p>GSSEM Gold Award Packet, GSSEM Silver Award Packet, Online Silver Award Training, Online Gold Award Training, gogold, other online resources</p>
<p>Program Aid/ Volunteer in Training Facilitators</p>	<p>Appointed for a one year term by Program Specialist. Eligible for reappointment annually.</p> <p>Training is completed at a yearly meeting and by attending a training with another facilitator</p>	<p>Program Aid facilitators hold trainings for girls in 6-8th grade to earn their Program Aide and Volunteer in Training facilitators hold training for girls in 9-12th grade to earn their Volunteer in Training. Uses Girl Scouts of Southeastern Michigan approved training designs; Participates in facilitator meetings to maintain current knowledge of girls and the NPP; Evaluates effectiveness and assists with the development and revision of training modules and/or systems of delivery as needed.</p>	<p>Program Aide Hand Out Packet, Training Module</p>
<p>Outdoor Education Advocate</p>	<p>Appointed for one year by Outdoor Education Specialist. Eligible for reappointment annually.</p>	<p>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.</p>	<p>Outdoor Trainings, GSSEM calendar</p>