

# Volunteer Awards Coordinator

## **Summary:**

The Volunteer Awards Coordinator promotes and provides coordination for/direction to the recognition of achievements and efforts of volunteers within the Service Unit. Volunteer Award Coordinators aim to ensure the Service Unit and its' volunteers are represented in GSWCF recognition initiatives.

## **Accountabilities & Support:**

This position is accountable to and primarily supported by the council Volunteer Development Manager and secondarily to their Community Manager (CM). Role training is available for the Volunteer Awards Coordinator in gsLearn and optional enrichment opportunities are offered in-person or virtually.

## **Responsibilities:**

- **Promote & Educate:** Share information about formal awards, Troop Leader Spotlight, and Support Volunteer Spotlight at Service Unit meetings and through communication channels; educate volunteers on criteria of each recognition, deadlines, and the importance of quality nominations.
- **Encourage & Support Nominations:** Encourage volunteers, parents, and girls to nominate; provide guidance and support to those completing nominations to ensure accuracy, inclusivity, and strong representation from the Service Unit.
- **Coordinate Recognition:** Maintain records of formal awards, ensure nominees meet requirements, and coordinate local recognition of Service Unit volunteers (e.g., Volunteer of Excellence, 5 years of service pins).
- **Collaborate with Council:** Work with council staff to prepare for the annual Volunteer Awards Ceremony, including confirming awardee attendance and gathering items such as photos and name pronunciations. Participate in the council-wide nomination review process by reviewing submissions from other Service Units and helping determine formal awardees each membership year.
- **Celebrate Volunteers:** Partner with the Service Unit PR & Communications Coordinator to share award and spotlight achievements publicly and with the Service Unit Event Coordinator and Manager to plan appreciation efforts (e.g., Volunteer Appreciation Month).
- **Ensure Delivery:** Confirm awardees who cannot attend the annual Volunteer Awards Ceremony still receive their recognition.

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## **Position Competencies/Qualifications:**

- Be familiar with current recognition awards (National Awards and GSWCF Awards) and their requirements
- Currently a registered member of Girl Scouts with a current volunteer background check and be in good standing with the council
- Regular attendance in Service Unit Leader meetings to promote recognitions
- Work cooperatively with volunteers, girls, staff, and families
- Maintain a positive attitude
- Access and ability to use a computer/internet
- Ability and willingness to organize materials, maintain accurate records, exercise good judgement and decision making, and work with those of various backgrounds and abilities
- Maintain communication with Volunteer Development Manager/Volunteer Awards Council Team regarding Volunteer Awards

## **Benefits of position:**

Develop and enhance the spirit of volunteerism in the Service Unit. Contribute to an improved volunteer experience and volunteer retention. Further develop and enhance communication skills.

## **Time commitment:**

The bulk of the work will occur February-May, with Service Unit level recognition occurring from April-May or August-September.

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**Volunteer Awards Coordinator Signature & Date**

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**Community Manager Signature & Date**