

# Service Unit Volunteer Award 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 Awards Coordinators ensure the Service Unit and its' volunteers are represented in Volunteer Awards

**Accountabilities & Support:** This position is accountable to and supported by the council Volunteer Development Manager, Community Manager, and supported by the Volunteer Awards Council Team.

**Responsibilities:**

- Maintain accurate records of volunteer recognitions awarded to volunteers in the Service Unit
- Promote Volunteer Awards within the Service Unit at meetings and through Service Unit communications channels regularly
- Educate volunteers regarding current National and GSWCF awards, criteria, quality of nominations and deadline to nominate
- Encourage volunteers, parents, and girls to submit nominations, ensuring volunteers within the Service Unit are represented
- Assist those interested with the nomination process, as needed
- Solicits nomination of volunteers from the Service Unit, and troop families to ensure nominees are meeting award nomination requirements
- Organizes the recognition of volunteers in the Service Unit receiving the Volunteer of Excellence Award and 5 years of service volunteer pin
- Ensures inclusivity and impartiality in the recognition of volunteers
- Offers guidance, positive constructive feedback, and/or recommendations to support the recognition of volunteers
- Work with the Service Unit PR & Communication Coordinator to ensure public awareness of volunteers earning recognitions
- Ensure all nominations of Service Unit members have appropriate number of nominations
- Ensure awardees and honorees who do not attend the annual Volunteer Awards Ceremony receives their award.



# Service Unit Volunteer Award Coordinator

## 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 January-May, with Service Unit level recognition occurring from April-May.

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**Volunteer Awards Coordinator Signature & Date**

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**Community Manager Signature & Date**

