



Girl Scout Adult Volunteer Position Description 7/10

Community Information Coordinator

SUMMARY

The Community Information Coordinator submits information of local Girl Scout activities to the local media (newspaper and radio) and promotes Girl Scouting throughout the community.

PARTNERS WITH

- Service Unit Director
- School Organizers

SUPPORTED BY

- Service Unit Director
- Regional Membership Manager
- VP of Marketing and Communications

RESPONSIBILITIES

- Prepares contact list of local media, including submission preferences
- Identifies major local employers who may have employees publications and work with the editors to promote Girl Scout activities
- Collects information on Girl Scout events through Service Unit meetings
- Writes articles for local newspapers for submission
- Takes photographs at local Girl Scout events for submission
- Contacts local media for press coverage of Girl Scout events
- Keeps in contact with VP of Marketing and Communications for ideas, feature suggestions, photos, Web site submissions and to clear all television contacts
- Collects ideas and information on local Girl Scout troops, council information and local events to assemble in a local newsletter that goes out to area volunteers

CORE COMPETENCIES

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect and Take Action
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:** Understands differences and embraces differences
- **Oral Communication:** Expresses ideas clearly and concisely
- **Personal Integrity:** Demonstrates honesty, credibility and dependability

I understand and agree to the responsibilities and competencies of this position.
Print name below signature.

Signature

Date