



Girl Scout Adult Volunteer Position Description 7/10

Recognition Coordinator

SUMMARY

The Recognition Coordinator will serve as a volunteer liaison between the Service Unit and the council-wide Volunteer Recognition Committee to ensure that volunteers are recognized on the council level as well as the Service Unit level. The Recognition Coordinator will find innovative ways to recognize volunteers throughout the year and help plan an end of year recognition ceremony.

PARTNERS WITH

- Service Unit Director

SUPPORTED BY

- Service Unit Director
- Volunteer Services Manager
- Regional Membership Manager

RESPONSIBILITIES

- Finds different ways of recognizing adults and shares knowledge of council and service unit awards
- Assists adults with nomination forms and award requirements
- Forwards recognition forms to the Regional Membership Manager or Volunteer Services Manager for approval
- Ensures all council-wide nominations have appropriate paperwork and turned in on time.
- Finds innovative ways to recognize volunteers throughout the year at area meetings
- Plans an end of year ceremony

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