

# POSITION DESCRIPTION

**POSITION TITLE:** Coach

**APPOINTED BY & ACCOUNTABLE TO:** Volunteer & Learning Support Volunteer Field Administrator

**TERM:** One year (July 1 - June 30); reviewed annually; may be re-appointed

**PURPOSE:** As a member of the service team, build an atmosphere of trust between themselves and the leaders supervised to provide continuous support. Ensure leaders to develop the necessary skills to guide a group of girls with sensitivity to their needs, differences, and interests.

## RESPONSIBILITIES:

1. Supervise troop leaders:
  - a. Conduct new leader orientation for new leaders.
  - b. Ensure that leader's attend trainings as required by *Safety-Wise* and council policies.
  - c. Encourage leaders to attend supplementary workshops and adult enrichment events.
  - d. Assist leaders in problem solving, evaluating troop program, keeping records and submitting reports
  - e. Conduct periodic level meetings for leaders to introduce new program ideas and resources, assist with meeting plans, and share experiences.
  - f. Conduct annual reviews for leaders under their supervision.
2. Participate as a member of the service team:
  - a. Attend service team meetings.
  - b. Attend service unit meetings
  - c. Evaluate and report on the quality and balance of program activities in the troops under her supervision using the leader log.
  - d. Keep and submit paperwork as requested.
  - e. Keep service team informed of challenges, problems, and concerns affecting the troop or leaders
  - f. Support membership and affirmative action goals.
  - g. Attend council meetings, events, and activities designed to help in her work.
  - h. Support the council's Fund Development Plan.

## QUALIFICATIONS:

1. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement.
2. Willing to receive training for position
3. Have the ability to work with adults.
4. Demonstrated commitment to diversity.
5. Has the ability to allow leaders to learn from their own mistakes and their own successes.
6. Have time, enthusiasm, and a sense of humor.
7. Willingness to register as a member of Girl Scouts of the USA.
8. Familiarity with the Girl Scout Program.
9. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.

## NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it."

**I accept the position responsibilities and understand that I will receive a position review annually.**

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Volunteer name (print)

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Supervisor name (print)

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Volunteer signature

\_\_\_\_\_  
Date

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Supervisor signature

\_\_\_\_\_  
Date

