

POSITION DESCRIPTION

POSITION TITLE: Community Relations Coordinator

APPOINTED BY & ACCOUNTABLE TO: Fund Development & Visibility Volunteer Field Administrator

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

PURPOSE: Responsible for recruiting and directing a diverse fund development & visibility team to implement the council funding and community relations within the service unit; collaborates with service team members to deliver volunteer services and support council goals and plans.

RESPONSIBILITIES:

1. Contributes to development and implementation of the service unit plan of work.
2. Assists in implementing and delivering visibility plan of work.
3. Assists with cultivation and maintaining relationships with key community leaders and diverse groups within the service unit and shares resource information with council staff.
4. Assists in gathering stories and photos for media opportunities in assigned geographic area.
5. Assists council PR staff member in gathering and disseminating stories and opportunities to the media to promote GSGCF and council activities within assigned geographic area.
6. Assists in identifying and coordinating opportunities to increase visibility within the community.
7. Makes a personal contribution or pledge to council.
8. Interprets and maintains council and GSUSA policies, standards and procedures; and council's risk management plan within area of responsibility.
9. Keeps membership specialist and appropriate council staff informed of opportunities and challenges within the geographic area.
10. Process and route any necessary paperwork promptly.
11. Participates in service team and service unit meetings.

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 and becomes a registered member of GSUSA within the service unit's jurisdiction.
2. Is willing and has the availability to take training.
3. Demonstrates a commitment to membership growth and retention and to council fund development and visibility.
4. Demonstrates a commitment to diversity.
5. Demonstrates and promotes courtesy and respect towards girls, parents, volunteers, staff and others.
6. Have administrative and organizational skills and the ability to accomplish work through the cooperative efforts of a diverse team.
7. Knowledge and willingness to learn about Girl Scout program.
8. 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.

Volunteer name (print)

Supervisor name (print)

Volunteer signature

Date

Supervisor signature

Date

