

POSITION DESCRIPTION

POSITION TITLE: Fund Development & Visibility Volunteer Field Administrator

APPOINTED BY & ACCOUNTABLE TO: Membership Specialist

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. Manages fund development & visibility plan of work.
3. Makes a personal contribution or pledge to council.
4. Recruits and supervises a diverse team.
5. Provides leadership to fund development & visibility team efforts as outlines in job descriptions.
6. Monitors and evaluates funding and visibility throughout the year.
7. Ensures fund development & visibility team receives training and support to carry out job accountabilities, and meets with team on a regular basis.
8. Cultivates and maintains relationships with key community leaders and diverse groups within the service unit and shares resource information with council staff.
9. Interprets and maintains council and GSUSA policies, standards and procedures; and council's risk management plan within area of responsibility.
10. Keeps membership specialist and appropriate council staff informed and process paperwork promptly.
11. Participates in volunteer field administrator, service team and service unit meetings; chairs meetings when requested by membership specialist.

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

