

POSITION DESCRIPTION

POSITION TITLE: Volunteer Interviewer

APPOINTED BY & ACCOUNTABLE TO: Director, Volunteer Management or Volunteer & Support Field Administrator

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

PURPOSE: Gather relevant information about the potential candidates while assessing which positions volunteers are best suited.

RESPONSIBILITIES:

1. Gather relevant information about candidates through phone or in person interviewing
2. Assess for which positions volunteers are best suited
3. Determine whether candidates are appropriate volunteers for the available positions
4. Make referral of candidates to become volunteers for the organization.

QUALIFICATIONS:

1. Have the ability to work with adults
2. Have a background in human resources, education, social work, child and family services or other relevant field
3. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement
4. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.
5. Willingness to complete required training
6. Demonstrated commitment to diversity
7. Knowledge or willingness to learn about Girl Scout program
8. Is registered as a member of GSUSA

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

