

POSITION DESCRIPTION

POSITION TITLE: Volunteer & Learning Support 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 volunteer & learning support team to implement volunteer intake, training and support. Collaborates with service team members to support service unit and council goals and plans.

RESPONSIBILITIES:

1. Contributes to development and implementation of the service unit plan of work.
2. Manages volunteer and learning support plan of work.
3. Recruits and supervises a diverse team of coaches, adult learning facilitators and interviewers.
4. Provides leadership to volunteer & learning support team efforts as outlined in job descriptions.
5. Ensures volunteer & learning support team receives training and support to carry out job accountabilities, and meets with team on a regular basis.
6. Welcomes volunteers following successful intake process.
7. Ensures orientation and training is completed by volunteers.
8. Ensures ongoing support to volunteers through coaching and one-to-one training.
9. Ensures recognition and appreciation of volunteers at service unit level.
10. Make referral to membership specialist for volunteers to be reappointed
11. Conducts exit interviews for volunteers not returning..
12. Re-assigns re-appoints and/or conducts exit interviews.
13. Manages conflict resolution process with the guidance of the membership specialist
14. Approves travel requests or delegates to appropriate team member.
15. Interprets and maintains council and GSUSA policies, standards and procedures; and council's risk management plan within area of responsibility.
16. Cultivates community relationships and shares resource information.
17. Keeps membership specialist informed and process paperwork promptly.
18. Participates in volunteer field administrator, service team and service unit meetings; chairs meetings when requested by membership specialist.
19. Supports council fund development.

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

