



Volunteer Position Description

Service Unit Individually Registered Girl Coordinator

Purpose

The Service Unit (SU) Individually Registered Girl (IRG) Coordinator works with Girl Scouts who are not part of a troop and serve as the liaison, keeping the girls and their caregivers informed of programming, awards, camp, and other opportunities. The IRG Coordinator also works closely with the SU Cookie and Fall Product Managers to support the IRGs through the Product Programs.

Term of Appointment

The SU IRG Coordinator is appointed for a 1-year term that is renewable upon re-election by the service unit and adherence to Girl Scouts Dakota Horizons and GSUSA policies and procedures. The hours for this position varies and requires approximately 1-2 hours per month.

Requirements

All volunteers are required to be registered members, successfully pass a criminal background check, and follow the Girl Scout Promise and Law at all times. Previous Girl Scout experience and willingness to stay up to date on the Girl Scout materials and resources available is required for this role.

Responsibilities

- Complete required training and expectations agreement.
- Facilitate a positive working relationship between council staff and the service unit.
- Participate as part of the service unit team and regularly attend service unit meetings.
- Welcome IRGs and their families to the service unit and Girl Scout community.
- Create and coordinate regular communication with the IRGs in the service unit, using social media, email, or other creative ways.
- Seek out opportunities within the SU and GSDH for IRGs to participate and promote their participation. Provide dialogue and feedback to the SU and GSDH regarding IRG needs and experiences.
- Educate IRG families about using resources available to them including the Volunteer Toolkit (VTK), MyGS, gsEvents, etc.
- Work with the SU Fall Product Manager and SU Cookie Manager to provide product program information and support to IRG and families.
- Follow Girl Scout branding guidelines.
- Ensure positive visibility and awareness of Girl Scouts in the community.

Training and Support

- Member Engagement Manager supports the SU IRG Coordinator.
- Training and networking opportunities provided online and in person.
- Volunteer resource library on our website.

Benefits

- Make a difference in the lives of girls and be an integral part of the Girl Scout movement.
- Network and make friends with adult volunteers throughout the council and nationally.
- Build your resume and develop transferable leadership, business, and project management skills in a fun and supportive environment.