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**WALTHAM**

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Waltham, MA 02452  
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## Volunteer Position Description

**Volunteer Position:** Gold Award Committee Advisor

**Summary of Position:** In collaboration with Girl Scouts of Eastern Massachusetts (GSEMA) staff, support Gold Award candidates and the Gold Award process set forth by Girl Scouts of USA (GSUSA) and GSEMA, through direct support of individual girls' projects and aspirations to earn the highest award in Girl Scouting.

**Reports to:** Manager of Council Awards and Recognitions

**Required Training:** Girl Scouting 101, Gold Award Advisor Training

**Term of Appointment:** One year

### Duties/Responsibilities:

- Be a positive role model to all girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law.
- Maintain confidentiality on behalf of Girl Scouts and in accordance with Girl Scouts of Eastern Massachusetts' (GSEMA) Comprehensive Information Security Program (CISP).
- Attend quarterly Gold Award Committee development meetings.
- Communicate regularly with committee members and the Manager of Council Awards and Recognitions.
- Read and review Gold Award project proposals and final reports.
- Create a project plan agreement with the advisee to ensure success.
- Check in monthly with advisee to review, brainstorm, and troubleshoot to maintain the integrity of the Award as well as to help develop project management and personal skills.
- Provide support to advisee through regular email and phone communication.
- Review and approve advisee's final report prior to final report deadline.
- Attend final presentations.
- Attend Gold Award ceremonies as needed.
- Facilitate Gold Award Orientation (optional).
- Remain up to date and knowledgeable about policies, procedures, and current practices in subject area, including GSEMA Volunteer Policies, Volunteer Essentials, and Safety Activity Checkpoints.

### Qualifications:

- Is a registered member of Girl Scouts.
- Agrees to a criminal background check in compliance with state law.
- Agrees to the responsibilities and duties listed in the [Online Volunteer Agreement](#).

- Accepts the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic-status, gender, gender identity and expression, sexual orientation or differing abilities.
- Works cooperatively with girls, volunteers, families, and staff.
- Has a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA.
- Has a familiarity with Girl Scout Senior & Ambassador (grades 9-12) level programs and/or the prerequisites and requirements of the Gold Award.
- An understanding of the level and amount of work that goes into the creation, implementation, and overall success of strong Gold Award projects.