

Service Unit Volunteer Position Description

- Volunteer Position: Service Unit New Leader Mentor
- Summary of Position: In partnership with the service unit team, and GSEMA's **Volunteer Engagement** team, the New Leader Mentor will provide local context, connections, information and support to new leaders.
- Reports to: Service Unit Coordinator, GSEMA Volunteer Support Specialist
- Required Training: Troop Pathway Orientation, Essentials (Daisy or other program levels)
- Term of Appointment: One year (Aug 1 – July 31). This position is appointed by Volunteer Support Specialist with recommendations from the service unit.

Duties and Responsibilities:

- Serve as an integral member of the service unit team.
- Attend regularly scheduled service unit meetings at least three times per year.
- Provide new leaders with local information, including but not limited to:
 - Contact information for service unit and other leaders as necessary
 - Meeting schedule for service unit
 - Town and/or service unit traditions and history like parades, scout houses, service projects, etc
- Works to provide a welcoming and inclusive environment for every girl and her family within the service unit.
- Ensure new leaders are connected and supported, particularly through their first membership year, product program seasons, and town-wide events
- Act as a first point of contact for new leader questions, problems and concerns
- Promote Girl Scouting and its benefits to local community members including public and private schools, houses of worship, community groups and other youth-serving organizations.
- Serve as a liaison between the service unit team and a GSEMA Volunteer Support Specialist on membership issues including, but not limited to:
 - Utilizing and sharing benefits of the Volunteer Toolkit.
 - Reviewing council-generated service unit rosters to identify and connect with new members monthly or more.
 - Identify gaps in knowledge, training, understanding or comfort for new volunteers
- As a new role, this position will fill out surveys based on their experiences provided by the Volunteer Support Specialist so that GSEMA can continually improve the duties, responsibilities and expectations for this position.



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Middleboro, MA 02346
T 508-923-0800
F 508-923-7676

WALTHAM
265 Beaver St.
Waltham, MA 02452
T 781-893-6113
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- Partner with GSEMA staff to ensure the service unit and troops/groups adhere to the guidelines and policies found in Girl Scouts of USA (GSUSA) and GSEMA Volunteer Policies and Procedures, Volunteer Essentials and Safety Activity Checkpoints.
- Attend GSEMA's **Volunteer Conference** and/or SUN Day kick off event.
- Be a positive role model to girls and adults by acting with integrity and adhering to the Girl Scout Promise and Law.
- Serve as an ambassador for the Girl Scout mission and council by maintaining a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA while working collaboratively with GSEMA staff partners.

Optional Responsibilities:

- Become an approved GSEMA CORI/SORI Authorized Representative and sign CORI/SORI Acknowledgement Forms verifying volunteers to their government-issued photographic identification in compliance with GSEMA's **Criminal Background Screening** policy.

Qualifications:

- Registered member of Girl Scouts by date assigned to position.
- Have an approved and **current CORI/SORI** listed in GSEMA's records.
- Agree to the responsibilities and duties listed in the online Service Unit New Leader Mentor position agreement.
- Accept 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.
- Demonstrate dependability, honesty and credibility.
- Express ideas and facts clearly and accurately, both verbally and in writing.
- Actively involved and knowledgeable about Girls Scouts.
- Access and ability to use computer, internet and phone.