

## 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.
- 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
- 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's digital service unit rosters to identify and connect with new members monthly or more
  - Identifying gaps in knowledge, training, or comfort for new volunteers
- 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.
- 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.

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**WALTHAM**

265 Beaver St.  
Waltham, MA 02452  
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- 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.