

Neighborhood April Showers Coordinator Role Description

Purpose: To coordinate Girl Scouts of Eastern Missouri's April Showers program for the neighborhood

Accountability: Appointed by and accountable to the District April Showers Coordinator, Neighborhood Manager and April Showers Event Manager

Department: Programs and Partnerships

Term: One year beginning June 1; renewable at the discretion of the District April Showers Coordinator, Neighborhood Manager and April Showers Event Manager

Time Commitment: Approximately 25 hours per year

Responsibilities:

- Promote the April Showers program in the neighborhood
- Provide training and program supplies to troop leaders
- Divide the neighborhood into sections or territories and assign them to the troops in the neighborhood
- Ensure collection sites have been secured by obtaining completed April Showers Terms of Agreement and Certificate of Insurance from all sites
- Communicate with collection sites and additional receiving agencies prior to April Showers to discuss collection day logistics
- Coordinate the assistance of volunteers, including Cadettes, Seniors and Ambassadors, to serve at collection sites
- Ensure that Showering the Community sites are staffed, and arrangements have been made for item pickup and delivery (if applicable to the site)
- Collect the Troop Collection Day Report (AS-1) from each troop at the collection site, submit the reports through the online survey or turn them into an assigned data collection coordinator or to the District April Showers Coordinator
- Assist with missed donation pick-ups after bag collection day
- Maintain open communication with April Showers Event Manager and District April Showers Coordinator

Qualifications:

- Meets GSUSA adult membership requirements
- Completes the appropriate training for the position
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, supervise adults, accomplish tasks through delegation, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Has a working knowledge of the Girl Scout program, *Safety Activity Checkpoints*, *Volunteer Essentials* and the annual community service program, April Showers
- Has ready access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:

- April Showers Coordinator training