girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Neighborhood April Showers Coordinator**

Purpose of the position: To coordinate the annual personal care items drive within a neighborhood. Desire to make a difference in the lives of others in the community

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

Staff/ Department: District April Showers Coordinator & Events Manager

Terms of appointment: One year appointed in June, renewable at the discretion of the Neighborhood Manager

Time Commitment: 20-25 hours per year

Responsibilities:

- Attends training meeting
- Promotes April Showers to adults in neighborhood
- Divides neighborhood into appropriate number of territories and assigns areas to Leaders
- Provides April Showers training and supplies (bags, maps, etc.) for Leaders in neighborhood
- Provides the Leaders in neighborhood with contact information on the active days of April Showers
- Coordinates Girl Scout volunteers, Cadettes, Seniors, Ambassadors and adults at neighborhood collection sites
- Collects extra bags from troops that have a surplus and redistributes them to the troops that run out
- Assists Leaders on bag collection day
- Contacts District April Showers Coordinator with questions
- Assists with missed bag pick ups the Sunday after bag collection day and throughout the following weeks

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Is familiar with the Girl Scout Seasons of Giving April Showers guidelines, procedures and history
- Attends and participates in District Meetings

Knowledge and skills required:

- Ability to maintain event statistics
- Good oral communication skills
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- April Showers Coordinator Training
- Girl Scouting 101
- Intro to Girls Scouting