girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Neighborhood Seasons of Giving Coordinator**

Purpose of the position: To communicate the needs of the assigned Seasons of Giving agencies to the Troop Leaders in the neighborhood.

Accountability: Appointed by and accountable to the Neighborhood Manager

Staff/Department: Director, Research and Evaluation

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

Time Commitment: 2-4 hours per month

Responsibilities:

- Attends Seasons of Giving Orientation
- At a fall Neighborhood Association Meeting (NAM):
    - Explains Seasons of Giving Program, its history and present-day workings in the neighborhood
    - Distributes agency information, including agency name, types of and number of gifts needed, ages served and agency contact person
    - Distributes Troop Report form
- Obtains a Neighborhood Troop Roster from the Neighborhood Manager or Registrar; keeps a record showing that each troop has received all necessary information and assignments and those agencies have been served
- Encourages troops to submit their Seasons of Giving Troop Report by May 31 each year
- Maintains a record of reports and statistics associated with Seasons of Giving

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Familiarity with the Girl Scout Seasons of Giving guidelines, procedures and history
- Attends and participates in NAMs

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:

- Girl Scouting 101
- Intro to Girl Scouting
- Seasons of Giving Training for District and Neighborhood Coordinator