



**Service Team Volunteer Position:
New Volunteer Mentor**

Term of appointment: 1 year—May be reappointed after evaluation.

Summary: The New Volunteer Mentor is responsible for providing ongoing support and resources to newly appointed volunteers. The nature of this position requires the individual to provide indirect service to girls.

Appointed by and reports to: The New Volunteer Mentor reports to the Service Unit Manager.

Support: The New Volunteer Mentor receives support, guidance, and encouragement from the Service Unit Manager, and the Membership & Community Development Specialist.

Responsibilities/Tasks:

- Stay up-to-date about new volunteers joining the assigned jurisdiction, keeping track of volunteer contact information, appointment dates, and positions.
- Be accessible to new volunteers to advise, support and answer questions in-person or using online communication tools.
- Communicate with new volunteers so that they can express successes, challenges, ideas, and questions.
- Communicate educational and support needs of new volunteers to the service team.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Ensure all program offerings align to the Girl Scout Leadership Experience (GSLE) by using the journey books and *The Girl's Guide to Girl Scouting*.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Northern Illinois (GSNI) and Girl Scouts of the USA (GSUSA).

Core Competencies—Required:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access toe-mail and the Internet and knowledge of social media.
- Previous Girl Scout volunteer experience preferred.
- Bilingual preferred (if applicable)
- Must become a registered member of GSUSA.
- Complete required coursework as assigned and provided by GSNI and GSUSA.

Volunteer Agreement:

Signature of New Volunteer Mentor _____ Date _____

Signature of Service Unit Manager _____ Date _____