

**Term:** 1 year

**Summary:** The IRG Coordinator is responsible to provide information, support, and programs for the IRGs in a service unit. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

**Appointed by and reports to:** Service Unit Manager

**Support:** The IRGs Coordinator will get full support, guidance, and encouragement from the council staff, Service Unit Manager and Service Team.

**Responsibilities/Tasks:**

- Obtain girl information including e-mail and mailing information from Service Unit Registrar monthly
- Relay service unit and council information through mailings or e-mail
- Encourage participation in service unit events and council events
- Encourage retention
- Assess and facilitate needs of IRGs as appropriate (e.g., troop/group placement, coordinate product sales, arrange a field trip or chaperone a service unit event)
- Be available to answer questions for IRGs and their families
- Attend monthly service unit and service team meetings to obtain applicable information to distribute to IRGs
- Promote participation in annual family partnership giving
- Attend learning opportunities as appropriate to the position

**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
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude

Volunteer Agreement:

Signature of Service Unit IRG Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_