



## Volunteer Position Description/Agreement: Volunteer Mentor

Term: A one-year term renewable upon successful completion of a year-end evaluation

Summary: The Volunteer Mentor ensures all volunteers have access to resources and trainings needed for a successful volunteer experience. The Volunteer Mentor serves as a local resource for all service unit volunteers ensuring Girl Scouting and GSNI policies and procedures are followed.

**Reports to:** Service Unit Manager

Support: Service Unit Team, Member Support Specialist, and Volunteer Resource Manager

Benefits:

- Increase Organization Skills
- Build Networking Skills
- Enhance Communication Skills

Responsibilities:

- Attend service team and service unit volunteer meetings.
- Ensure volunteers organize girl-led activities which address current girl interests and needs.
- Provide information and support to all volunteers in the service unit about the GSLE, including the Journey books, *The Girl's Guide to Girl Scouting*, Volunteer Toolkit, and customized local experiences.
- Oversee their volunteers' usage of the Volunteer Toolkit.
- Communicate with new and current volunteers so they can express successes, challenges, ideas, and questions in person or using online communication tools.
- Be knowledgeable about Girl Scout participation pathways and offerings.
- Present leader enrichment activities or provide topics of discussion to help volunteers at service unit meetings
- Ensure learning opportunities provided were utilized and provide recommendations for future learning opportunities.

**Qualifications:**

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

**Additional Requirements:**

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have passed a background check.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Complete required training as assigned and provided by GSNI and GSUSA.