



New Leader Orientation Coordinator Volunteer Position Assignment

Reports to: GSCM Service Unit and Troop Support Specialist

Role: Welcomes new leaders and provides a Meet and Greet. Reviews the New Troop Packet with all new troop leaders in the Service Unit as well as serves as a mentor for new troop leaders.

Main Responsibilities

- Receive email notification of newly appointed volunteers in the Service Unit from Join@gscm.org
- Contacts new leaders and/or co-leaders within one week of notification. Connect them with the appropriate Service Team member and invite them to the new Service Unit Meeting.
- Set up Meet and Greet session within two weeks and distribute and review New Troop Packet with new leaders and/or co-leaders. Meet and Greet should include information on the Service Unit and meeting times and locations.
- Provide new leader with a roster of Service Team members.
- Review the New Leader Checklist with new leaders.
- Help integrate new leaders at Service Unit meetings.
- Follow-up with new troop leaders within three months and offer to assist at first four meetings.
- Recognize, understand, accept, interpret, and support all council and Girl Scout goals, policies, guidelines and objectives.

Qualifications

- Complete GSCM’s Background Check and receive approval to volunteer
- Register as an adult member of Girl Scouts of the USA
- Demonstrate planning, organizational and communication skills.
- Have the patience, time, and flexibility to meet with troop leaders at mutually agreeable times.

I understand this position is volunteer based and that council may terminate this agreement at an time. I have met with a GSCM representative and reviewed this agreement and receive all materials need to proceed. I understand this position last for three years.

Volunteer Name (Print) _____

Volunteer Signature _____ Date _____ SU _____

GSCM Representative _____ Date _____ Title _____