

Service Unit Adult Recognitions Chair

Summary: The Service Unit Adult Recognitions Chair will review the contributions of the volunteer(s) in the Service Unit and work with leaders, volunteers and parents to nominate qualified volunteers for the Annual Adult Recognitions that is sponsored by Girl Scouts Heart of the Hudson in conjunction with the guidelines from GSUSA.

Term of appointment: Three-year term with a yearly review for reappointment. A new volunteer should shadow in the third year of the term. A volunteer may serve up to two terms (6 years).

Supervision: Reports to the Service Unit Manager (SUM) and Girl Scouts Heart of the Hudson Community Engagement (CE) team.

Support: The Service Unit Adult Recognitions Chair receives support, guidance, and encouragement from the Service Unit Manager, Community Engagement Team and Volunteer Engagement Team. They have access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Work with the SUM, volunteers and girls to consider and select adult recognition candidates.
- Attend training and meetings for GSHH SU Adult Recognitions Chairs done by the Volunteer Engagement Team.
- Stay up to date on available adult recognitions and application process.
- Prepare, submit, and follow up with adult recognition applications.
- Prepare all needed data, documentation and testimonials for submission.
- Plan fun and celebratory ways to announce and recognize recognition winners.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Heart of the Hudson, Inc. and Girl Scouts of the USA (GSUSA).
- Identify, develop, and onboard a new adult volunteer for this role in the third year of the term.
- Keep records of Adult Awards and Recognitions achieved by Service Unit Members.

Qualifications and core Competencies – required:

- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** 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 to e-mail and internet.
- **Additional Requirements:**
 - Be a currently registered Girl Scout member of GSUSA and active member of GSHH.
 - Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
 - Be at least 18 years old.

- Have a council-approved volunteer application (may include application, background check, non-disclosure agreement and references) on file.
- Knowledge about the Service Unit they are serving.
- Organization and record-keeping skills a plus.
- Complete required Service Unit Adult Recognitions Chair adult learning course provided by GSHH.
- Second language is a plus.