

## Volunteer Position Description

# Community Liaison

### Position Summary:

The **community liaison** partners with the council community development manager (CDM) team to help grow and sustain Girl Scouts in their service unit (SU) community.

This position works with CDMs and the SU team to identify needs and opportunities for community events and marketing for new Girl Scouts.

### Responsibilities:

- Share local insights about community events with CDM team to determine virtual and in-person event schedule.
- Recruit volunteers to facilitate in-person/virtual recruitment events for local SU with CDM support and resources.
- Distribute recruitment information and use community pages/groups on social media to promote Girl Scout recruitment events and opportunities.
- Utilize council provided tools, email, phone, text and social media to communicate with existing and prospective members.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of Girl Scouts of Western Washington (GSWW) and Girl Scouts of the USA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

### Qualifications:

- Ability and willingness to promote the Girl Scout program.
- Good organization, communication skills and attention to detail.
- **Experience:** Experience as a Girl Scout volunteer, with social media, and event planning is preferred.
- **Leadership Skills:** Demonstrate leadership and decision-making skills, able to supervise youth and work collaboratively with adults. Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.

- **Computer Skills:** Ability to use email, word processing software, and internet to communicate with community, SU team, volunteers, and GSWW staff.
- **Other Requirements:**
  - Must be 18 years of age or older to volunteer
  - Become a registered member of Girl Scouts.
  - Complete criminal background check.
  - Ability and willingness to meet the time commitments of planning, paperwork reviews, SU meetings, and events.

### **Time Commitment:**

- Varies, minimum 2-5 hour a month, occasionally more depending on events schedule and planning.

### **Reports To:**

- Staff CDM team
- Volunteer SUM and/or SU team

### **Marketable Skills:**

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|----------------------------------|------------------|
| • Social media, Microsoft Office | • Communication  |
| • Public speaking                | • Event planning |
| • Public relations               | • Recruitment    |
|                                  | • Marketing      |