

Girl Scouts of Western Washington  
**Service Unit Learning Coordinator**  
Position Description

The **Service Unit Learning Coordinator's** purpose is to track and identify the educational needs of volunteers in their Service Unit and to assist volunteers in meeting those needs.

**Qualifications:** The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required. Good organization & communication skills are preferred. Experience as a Girl Scout volunteer is a plus.

**Service Commitment:** The Service Unit Manager or designee will appoint the Learning Coordinator for a one year renewable term in which she/he can expect to provide approximately 1-2 hours of service monthly. This is a year-round position.

**Support and Supervision:** The SU Learning Coordinator is supported by and accountable to the Service Unit Manager or designee, the Regional Home Team Coordinator and Girl Scouts of Western Washington.

**Duties and Expectations:**

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Participate in Service Unit Team and Volunteer/Leader's meetings.
- Attend Learning Coordinator orientation/updates as requested.
- Maintain current educational records of all SU volunteers.
- Ensure new Girl Scout Leaders complete the Leadership Course within the required time frame.
- Communicate training needs to Regional Home Team Coordinator regularly.
- Assist or arrange for learning modules (Snapshots or Mini-Trainings) at SU meetings.
- Be knowledgeable about and promote upcoming courses and educational events.
- Support or take the lead on providing recognition for courses completed.
- Assist in the identification of potential new Council Facilitators.
- Ensure Council Facilitators who are members of the SU are invited to attend SU meetings.

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**The Girl Scout Mission:**

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

**The Girl Scout Promise:**

On my honor, I will try  
to serve God\* and my country,  
to help people at all times,  
and to live by the Girl Scout Law

\*May be replaced by a word that reflects your personal beliefs

**The Girl Scout Law:**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout