

## Girl Scouts of Western Washington

### Service Unit Level Coach Position Description

The **Service Unit Level Coach's** purpose is to ensure quality, age-appropriate program for girls in the Service Unit by providing on-going assistance, support and guidance to adult volunteers. Each Level Coach is additionally assigned to work with a particular age/grade level based on their experience and interest in working with girls at that level. As a result, their position title may be changed to include that level designation, i.e. Brownie Level Coach, Junior Level Coach, etc.

**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. Excellent communication skills, one or more years of experience providing Girl Scout program at the appropriate level and the ability to work with a variety of people preferred.

**Service Commitment:** The Service Unit Manager or designee will appoint the Level Coach for a one year renewable term in which she/he can expect to provide a minimum of 2-3 hours of service monthly, depending on the needs of the service unit. This is a year-round position.

**Support and Supervision:** The Level Coach is supported by and accountable to the Service Unit Manager or designee 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.
- Attend appropriate training(s) as requested.
- Become/remain familiar with current Girl Scout resources, especially those relating to program, safety, policies and standards for the appropriate level.
- Initiate and establish effective communication with volunteers who work with girls of the appropriate level, with the goal of educating and supporting them in the use of relevant program materials and resources.
- Promote GSWW and Service Unit program events and activities relevant to the level.
- Attend Service Unit Team and Volunteer (Leaders) meetings and assure that relevant level information and ongoing training are made available at the Service Unit meetings.
- Help volunteers identify local resources and opportunities appropriate for their girls.
- Listen to volunteers' successes and concerns, provide guidance and share with Service Unit Team and staff as appropriate.
- Participate in the development and implementation of Service Unit goals, assuring that the goals reflect the needs of the assigned level.
- Maintain GSWW confidentiality standards.

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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