



Volunteer Position Agreement Site-based Programs

PURPOSE:

Site-based volunteers work together to provide a quality Girl Scout Leadership Experience (GSLE) for girls through service to the girls participating in activities at a partner school, church, housing site, community center, or other partner agency or business.

SITE-BASED PROGRAM LEADERSHIP:

- Site-based programs are led by at least two volunteers, depending on number of girls participating
- Site-based volunteers offer additional Girl Scout activities, such as events and camp, to girls in site-based programs through the support of their geographic service unit
- Site-based volunteers collaborate with various staff for resources, support, and guidance

EXPECTATIONS OF ALL SITE-BASED VOLUNTEERS:

- Be a registered member of Girl Scouts of the USA
- Comply with Girl Scout Council of the Southern Appalachians Policies and Procedures
- Comply with policies and procedures of the partner agency or business
- Be inclusive of any girl present at a site (if the required girl/adult ratio can be upheld)
- Collaborate with all volunteers, girls, and staff at the site, as well as Girl Scout staff
- Provide Girl Scout program themed around a Leadership Journey, by utilizing the program toolkit provided
- Set goals for the girls' experience in partnership with girls participating at the site
- Participate in training for your role

QUALIFICATIONS:

- Demonstrate a passion for Girl Scouting
- Ability to represent Girl Scouts in a professional manner to partner agencies
- Ability to work in a collaborative fashion
- Ability to be flexible
- Basic computer skills with e-mail access are desired but not required

TERM:

Site-based volunteers are asked to serve for a defined term. Requests for continued service are made based on the volunteer's desire to continue, performance, and the needs of the council.

SITE-BASED VOLUNTEER ROLES

- The following list is an overview of the roles and responsibilities commonly held by site-based volunteers
- Each role is followed by the general responsibilities for that role
- Depending on the number of volunteers participating at the site:
 - Responsibilities within each role may be divided among multiple volunteers
 - Several volunteers may serve in the same role
- Depending on the age, ability, and/or experience of girls at the site, many responsibilities can and should be a part of their role, rather than completed by an adult volunteer
- Regardless of how roles are divided at the site, the required girl/adult ratio must be upheld

SITE-BASED VOLUNTEER ROLES (continued)

Please “check” each responsibility you are willing and able to carry out as a site-based volunteer.

Program Leader

- Coordinate the goals and work of all volunteers at the site
- Facilitate girl-led planning, preparation and implementation of the GSLE through the program toolkit provided
- Ensure girls and their families are notified of date, time, and place of additional activities or events
- Ensure safety requirements are upheld for all activities
- Register girls as they join the site; submit money and registration materials immediately upon receipt
- Coordinate with Girl Scout staff and staff at the partner agency or business

Program Assistant

- Facilitate girl-led planning, preparation and implementation of the GSLE through the program toolkit provided
- Ensure safety requirements are upheld for all meetings and activities
- Cooperate with program leader

Site Cookie Sale Manager

- Organize and carry out cookie sale for girls at the site, submit monies and reports by deadlines
- Receive, organize and distribute cookie program materials, products, payments, and incentives
- Educate girls and parents in goal setting, safety, product, ordering, delivery, and responsibility
- Maintain contact with program leader and service unit product sales manager during the sale
- Submit all reports and balance due to the service unit product sales manager by the deadline

Site Treasurer

- Set up and maintain accurate group finance records
- Submit the Troop Finance Report and other designated paperwork by June 30 each year

I agree to serve Girl Scout Council of the Southern Appalachians to the best of my ability in the above selected role(s) for a term ending _____. I agree to the roles selected based on my interests and skills. I understand that failure to account for money, products, and program materials received will be considered misappropriation of funds and may result in civil and/or criminal prosecution for the amount owed plus reasonable attorney fees and court costs. At the end of my term I will return all materials, supplies, or resources supplied to me during my term to Girl Scout Council of the Southern Appalachians staff.

Name _____ Service Unit _____

Signature _____ Date _____

Assigned Site(s) _____

