girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **District April Showers Coordinator**

Purpose of the position: To coordinate the annual personal care items drive within a district and desires to take action to make the world a better place

Accountability: Appointed by the District Chair; accountable to the April Showers Council Chair

Resource person: April Showers Council Chair

Staff/Department: Events Manager/Membership Support

Terms of appointment: One year appointed in June, renewable at the discretion of the District Chair.

Time Commitment: 20-25 hours per year

Responsibilities:

- Attends training meeting
- Ensures that collection sites have been secured for each neighborhood in assigned district
- Distributes bags to the Neighborhood April Showers Coordinators
- Provides Neighborhood April Showers Coordinators with contact information on distribution and collection days of April Showers
- Fields phone calls from Neighborhood April Showers Coordinators and provides support as needed
- Visits the pantry/trailer drop site(s) within district
- Collects site collection information from each of the pantry sites in assigned district
- Submits April Showers Reports
- Coordinates missed bag pick ups the Sunday after bag collection day and throughout the following weeks

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Is familiar with the Seasons of Giving April Showers guidelines, procedures and history
- Attends and participates in district meetings

Knowledge and skills required:

- Ability to maintain event statistics
- Good oral communication skills
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- April Showers Coordinator Training
- Girl Scouting 101
- Intro to Girl Scouting