girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **District Seasons of Giving Coordinator**

Purpose of the position: To serve as a liaison with the Girl Scout Service Center, assigned agencies and Neighborhood Seasons of Giving Coordinators

Accountability: Appointed by and accountable to the District Chair

Staff/Department: Director, Research and Evaluation

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

Time Commitment: 2-4 hours per month

Responsibilities:

- Attends Seasons of Giving Orientation
- Contacts Group 2 agencies to determine their needs in terms of number of persons, age group to be served, type of gifts/service requested and agency contact person
- Contacts Neighborhood Seasons of Giving Coordinators or Neighborhood Team Chairs to arrange meeting and/or pick up of packets, prior to first fall Neighborhood Association Meeting
- Explains packets, dates and answers questions concerning Seasons of Giving Program to Neighborhood Seasons of Giving Coordinators or Neighborhood Team Chairs
- Encourages Leaders to submit the Seasons of Giving Troop Report by May 31 each year
- Maintains a record of reports and statistics associated with Seasons of Giving

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Familiarity with the Girl Scout Seasons of Giving 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:

- Girl Scouting 101
- Intro to Girl Scouting
- Seasons of Giving Training for District and Neighborhood Coordinator