



## Neighborhood April Showers Coordinator Role Description

**Purpose:** To coordinate the Girl Scouts of Eastern Missouri's April Showers program for the neighborhood in collaboration with Operation Food Search

**Accountability:** Appointed by and accountable to the District April Showers Coordinator and the Neighborhood Manager

**Department:** Program and Partnerships

**Term:** One year beginning June 1; renewable at the discretion of the District April Showers Coordinator and the Neighborhood Manager

**Time Commitment:** Approximately 25 hours per year

### Responsibilities:

- Promote the April Showers program in the neighborhood
- Divide the neighborhood into sections or territories and assigns them to troop leaders
- Provide training and program supplies to troop leaders
- Coordinate the assistance of volunteers, including Cadettes, Seniors and Ambassadors, to serve at collection sites
- Ensure that the "Showering the Community" site is staffed, and arrangements have been made for item pickup and delivery
- Collect the Troop Collection Day Report (AS-1) from each troop at the collection site, submit the reports through the online survey or turn them into an assigned data collection coordinator or to the District April Showers Coordinator
- Assists with missed bag pick-ups after bag collection day

### Qualifications:

- Meets GSUSA adult membership requirements
- Completes the appropriate training for the position
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, supervise adults, accomplish tasks through delegation, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Has a working knowledge of the Girl Scout program, *Safety Activity Checkpoints*, *Volunteer Essentials* and the annual community service program, April Showers
- Has ready access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures