

District April Showers Coordinator Role Description

Purpose: To coordinate Girl Scouts of Eastern Missouri's April Showers program for the district

Accountability: Appointed by and accountable to the District Manager and the April Showers Event Manager

Department: Programs and Partnerships

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

Time Commitment: Approximately 30 hours per year

Responsibilities:

- Oversees the planning, training and evaluation of Girl Scouts of Eastern Missouri's April Showers program for the district
- Provides training and program supplies to Neighborhood April Showers Coordinators
- Works with the Neighborhood April Showers Coordinators to ensure that collection sites have been secured for each neighborhood in the district including obtaining completed April Showers Terms of Agreements and Certificates of Insurance from all sites
- Works with the Neighborhood April Showers Coordinators to ensure that Showering the Community sites are staffed, and arrangements have been made for item pickup and delivery (if applicable to the site)
- Works with the Neighborhood April Showers Coordinators to ensure all data from the Troop Collection Day Reports (AS-1) is submitted to Council
- Assists with missed donation pick-ups after collection day
- Maintains open communication with April Showers Event Manager and Neighborhood April Showers Coordinators

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 is able to use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:

- April Showers Coordinator Training