

GSofSI- Understanding Your Role

Course Topic & Resource Outline

Course Completion Time: 5-10 minutes

About This Course

- A place to formally review your position description(s) for the upcoming year
- Downloadable PDF copies are available in Resources section
- Must confirm that you read, understand, and accept the responsibilities and qualifications assigned to the role
- Course will be assigned annually

Role Roundup- Service Unit Team

Responsibilities and qualifications are listed for each role. You must click on each role you will be assigned to review these points. The roles for the Service Unit Team are:

- Service Unit Manager
- Service Unit Troop Organizer
- Service Unit Registrar
- Service Unit Treasurer
- Service Unit Product Manager
- Juliette Adult

Role Roundup- Troop Team

Responsibilities and qualifications are listed for each role. You must click on each role you will be assigned to review these points. The roles for the Troop Team are:

- Troop Leader/Co-Leader
- Troop Treasurer
- Troop Product Manager
- Troop Helper

Role Roundup- Support Roles

Responsibilities and qualifications are listed for each role. You must click on each role you will be assigned to review these points. The roles for the Support Team are:

- Delegate/Alternate
- Event Helper
- Cupboard Manager
- Council Trainer

Read All About It- Summer Camp

Responsibilities and qualifications are listed for each role that supports day camps. Day camps typically run during the early summer months in our council. You must click on each role you will be assigned to review these points. The roles for the Day Camp Team are:

- Day Camp Leader
- Day Camp Helper
- Day Camp First Aider

Expectations

Expectations that apply to all volunteers are listed here. They include being at least 18 years old and completing the screening process, including yearly membership renewal and a criminal background check completed every 36 months. Drivers are required to be 21 years old.

All volunteers are required to complete all required basic training within the timeframes listed (90 days for Service Unit and Troop roles, 30 days for Product Program roles, and 60 Days for Day Camp roles). Understanding Your Role is a course taken annually.

Other responsibilities include:

- Complete Illinois Mandated Reporter every 3 years.
- Read, understand and follow the policies outlined in the *GSofSI Volunteer Policies* and stay up to date on changes.
- GSofSI has a zero tolerance of any molestation, sexual, and physical abuse. Any report of such conduct will be investigated with the proper authorities. Termination of membership will be immediate if allegations are confirmed.
- Display a positive, enthusiastic attitude that reflects the mission of GSUSA and GSofSI.
- Be a positive representative of the Girl Scout Promise and Law.
- Be a mentor for girls by modeling positive attributes.
- Remain informed and comply with policies, procedures, and guidelines of GSofSI and GSUSA in printed and electronically shared communications.
- Ensure activity in Service Unit meetings, regularly presenting information relevant to my position and obtaining useful information brought to the meeting.
- Attend a minimum of 70% (or six) of the nine service unit meetings held annually either in person or by electronic means as it pertains to my position. (For Service Unit

Managers or another position sent in their absence, attendance is expected at monthly meetings for service units hosted by council staff.)

- Build and maintain an effective working relationship with girls and their families, the volunteers and council staff.
- Demonstrate sound judgment, flexibility, organization, delegation, communication and prioritization skills.
- Value diversity and inclusion and help others understand and embrace it.
- Support, promote, and maintain a commitment to of the Girl Scout Leadership Experience and National Program Portfolio (badges and Journeys) as it relates to the role(s).
- Have access and ability to communicate via phone, internet, and email and be skilled in computer programs and applications.
- Have no outstanding debt with Girl Scouts of Southern Illinois.
- Have knowledge of the service unit's schools, community leaders, and businesses for networking, recruitment, and creating visibility of Girl Scouts in the local area.
- Submit all required reports, records, and resources by required due date to the council office as it pertains to my responsibilities.
- Appointment to the role(s) is contingent upon the ability to comply with the standards and expectations outlined above. Volunteers will be evaluated, at minimum, once each year. Furthermore, an appointment to any GSofSI volunteer role does not guarantee that individuals will serve a full year or any subsequent years, as determined by the Service Unit Manager or council staff.

Thank You

Volunteers will now need to proceed to the next module to accept or reject the positions and responsibilities. The Role Selection QRG can also be referenced for adding a new role in MYGS.

Position Responsibilities Agreement

Two questions are presented:

- I understand that my choice below signifies that I either agree or disagree to accept the responsibilities outlined in the previous module of this course. (Yes/No)

- Listing the roles the volunteer is accepting.