



Girl Scouts.

Girl Scouts of the Jersey Shore

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Service Unit Awards Chairperson
<u>ACCOUNTABILITY:</u>	Service Unit Manager
<u>TERM:</u>	One Year
<u>PURPOSE:</u>	To promote and facilitate the administration of adult awards and recognitions.

RESPONSIBILITIES:

1. Attends training for the position.
2. Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards and procedures.
3. Represents Service Unit on the Council Awards Committee.
4. Ensures that information regarding adult recognitions, nominating procedures, applications, and criteria is available within the Service Unit.
5. Encourages nominations for various awards at Service Unit Meetings.
6. Forms Service Unit Recognition Task Group to review and approve nominations for Service Unit Awards.
7. Submits Council Award Nomination forms to the Director of Volunteer Development by deadline.
8. Makes recommendations to Service Unit Manager regarding Service Unit Award presentation event.
9. Attends Adult Recognition Reception and present awards at event as needed.
10. Maintains Service Unit Awards records.
11. Submits Service Unit Awards Order Forms to Director of Volunteer Development by deadline.

QUALIFICATIONS:

1. Is a registered member of GSUSA..
2. Is an organized and enthusiastic individual who demonstrates ability to present and promote Girl Scouting in a positive manner.
3. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.