

## Volunteer Position Description: Service Unit Juliette Coordinator

**Summary:** In partnership with GSNEO support staff, the Service Unit Juliette Coordinator provides communication to Juliettes (individually registered girls) and their families about local Service Unit activities/events and Girl Scouts of North East Ohio program opportunities. Juliette Coordinators ensure that Juliettes receive ongoing support while participating in programs, events, earning grade level recognition/awards, participation in Product Programs, and more during the membership year.

**Position supported by:** the SU Director (SUD), their Community Membership Executive (CME), the Volunteer Support & Services Team, and the Coordinator of First Year Membership Engagement Strategies for subject matter expertise.

### Responsibilities:

- Ensure all girls, families, and volunteers receive a welcoming atmosphere within the Girl Scout community
- Maintain a current list of Juliettes in the Service Unit and help Juliettes who are 'awaiting placement' find troops as they form/display openings
- Provide regular communication with Juliette families regarding GSNEO and Service Unit events, trainings, camps, and other opportunities, and direct families to Customer Care staff as needed
- Educate Juliette families about using Volunteer Systems, including the Volunteer Toolkit (VTK), MyGS, gsLearn, and the online camp and events registration process
- Attend local, regional and GSNEO webinars, meetings, conferences and/or other scheduled events as appropriate to this role, including but not limited to GSNEO Kickoff, Mid-Year Meeting, monthly SU Team Meetings, etc.

### Marketable skills and abilities:

- Motivating Groups
- Networking
- Public Relations
- Social Media
- Training & Development
- Team Building
- Public Speaking

### Position Commitments:

- **Membership & Administration**
  - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This is an administrative role and must be approved to handle funds.
  - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
  - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Tenure/Time:** 12 months, option to renew upon mutual agreement with & council staff. Up to 3-4 hrs. per week.
- **Required Training:** Service Unit Juliette Coordinator Orientation and Service Team Learning Paths in gsLearn.
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- By accepting any volunteer position with Girl Scouts of North East Ohio, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its' girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

**The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.**

**Girl Scout Mission:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

#### Girl Scout Promise:

On my honor, I will try, to serve God\* and my country, to help people at all times, and to live by the Girl Scout Law.

\*Members may substitute for the word God in accordance with their own spiritual beliefs.

#### Girl Scout Law:

I will do my best to be:  
honest and fair, friendly and helpful,  
considerate and caring, courageous and strong,  
responsible for what I say and do,  
and to respect myself and others,  
respect authority, use resources wisely,  
make the world a better place,  
and be a sister to every Girl Scout.