

Job Description

TITLE: Program Coordinator (PC)

PURPOSE: The program coordinator is appointed by the service unit manager. The PC receives her/his training and technical assistance from the Program Department and has a working relationship with this department during the year. The PC is responsible for having personal knowledge of Girl Scout program at all levels and/or for appointing an age level program consultant for unfamiliar areas.

RESPONSIBILITIES:

1. **Takes training for this position** and keeps knowledge current at all times.
2. Remains aware of leader needs and works with field director, service unit manager, and program consultants to meet these needs in a timely manner.
3. Recruits and appoints program consultants for each age level and holds workshops as needed.
4. Confers with experienced leaders about the needs of new leaders and conducts/assists with New Leader Roundtables and kindred sessions as needed at Service team meetings.
5. Explains program opportunities and age level resources including bridging activities, special events, community service projects and intercultural activities.
6. Serves as the link between GSRI Council programs and the service unit. Promotes council programs in the service unit and at Leader meetings.
7. Work with the Camping Consultant to promote summer camp opportunities for both campers and summer camp staff at leader meetings,
8. Keeps the service unit Program Resource Box up-to-date and available to troop/group leaders.
9. Encourages use of national and council program resource materials such as Leader's Guides, Handbooks, GSRI Leader Manual and program boxes.
10. Assists the Service Unit Manager (SUM) and field director in interpreting standards and policies.
11. Takes initiative that girls 11-17 have the opportunity to plan and provide leadership for younger girls and promotes leadership training.
12. **Keeps a record of individually-registered girls (Juliettes)** and sees that they receive appropriate program and event information.
13. Attends Service Team and Service Unit Leader meetings and Association meetings.
14. Adheres to and promotes national council policies, standards and procedures.
15. ***Works with other Program Coordinators within the same Area to conduct a minimum of one Area-wide event during the year.***

QUALIFICATIONS:

1. Is a registered member of GSRI
2. Understands and advocates the Girl Scout Mission. Interprets and supports national and council goals, annual objectives, policies, standards and procedures
3. Knowledge and experience in current troop/group or camp program and is familiar with records and materials used in troop/group management.
4. Ability to help assess the needs and interests of girls and their leaders and how those needs are or can be met by Girl Scout program.
5. Ability to identify, recruit and work with program consultants
6. Ability to identify and organize program information and materials for the use of troops/groups in her/his service unit.
7. Ability to communicate her/his program knowledge to other adults.
8. Willingness to invest the time needed for training and performing the job.
9. Ability to effectively relate to, and communicate with girls and adults with diverse backgrounds