



Girl Scouts of Southeastern New England

Program Coordinator

TITLE: Program Coordinator

DESCRIPTION: 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 programs at all levels and/or for appointing an age level program consultant for unfamiliar areas.

RESPONSIBILITIES:

- Completes training for position and keeps current knowledge at all times.
- Remains aware of leader needs and works with Membership Specialist, Service Unit Manager, and Program Consultants to meet these needs in a timely manner.
- Recruits and appoints program consultants for each age level and holds workshops as needed.
- Consults 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.
- Explains program opportunities and age level resources including bridging activities, special events, community service projects and intercultural activities.
- Promotes Council-wide programs and events.
- Keeps the Service Unit Program Resource Box up-to-date and available to Troop/group leaders. Keeps appropriate records of Troop/group trips.
- Encourages use of National and Council program resource materials such as Leader's Guides, Handbooks, GSSNE Leader Manual and program boxes.
- Takes initiative to ensure that Cadettes, Seniors & Ambassadors have the opportunity to plan and provide leadership for younger girls and promotes leadership training.
- Keeps a record of individually-registered girls and sees that they receive appropriate program and event information.
- Attends Service Team and Service Unit Leader meetings and Council-wide meetings.
- Works with other Program Coordinators within the same Area to conduct a minimum of one Area-wide event during the year.
- Adheres to and promotes National Council policies, standards and procedures.

QUALIFICATIONS:

- Current adult membership within Girl Scouts of Southeastern New England.
- Understands and advocates the Girl Scout Mission. Interprets and supports National and Council goals, annual objectives, policies, standards and procedures.
- Knowledge and experience in current Troop/group or camp program and is familiar with records and materials used in Troop/group management.
- 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.
- Ability to identify, recruit and work with program consultants.
- Ability to identify and organize program information and materials for the use of Troops/groups in her/his service unit.
- Ability to communicate her/his program knowledge to other adults.
- Affirms that the Girl Scout movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- Effectively relates to, and communicates with girls and adults of diverse backgrounds.