



Recognitions Coordinator Position Description

Partnership: Service Unit Teams work in partnership with GSEIWI to create extraordinary Girl Scouting experiences for girls, adults and their local communities. We have created this team position description to ensure that we partner with only the highest quality of individuals to represent Girl Scouts.

Supported By: Community Engagement Manager

Key Responsibilities:

Recognize Service Unit Volunteers

- Promotes Council and Service Unit Awards to ensure local volunteers and adults receive appropriate recognition for service.
- Assist adults with nomination forms and award requirements.
- Assist in securing required letters of endorsement for adult awards.
- Ensure award nominations are turned in on time with all required documentation.
- Receive and distribute volunteer pins and awards and celebrate awards with the service unit.

Leader Appreciation

- Work with the Service Unit Director and the Community Engagement Manager to ensure that Leader Appreciation is celebrated at the April Leader Meeting or as a separate celebration.

President's Award

- Work with the Service Unit Director to complete and submit the President's Award application.

Thank you for your commitment!