

**Adult Awards Coordinator**

**Volunteer Position Description**

**APPOINTED BY:** Service Unit Manager in consultation with Service Unit Support Specialist

**RESPONSIBLE TO:** Service Unit Manager

**TERM:** One (1) Year, renewable annually

**PURPOSE:** To ensure volunteers within the Service Unit are recognized and appreciated for their contributions.

**Volunteer Responsibilities**

1. Ensure adults are educated on Board Level and Service Unit Level Adult Awards and know how to find resources for awards.
2. Promote Board Level Awards and ensure nomination and endorsement online forms are submitted to GSHNC by the required date.
3. Promote Service Unit level awards, including the Green Hornet Award for new leaders.
4. Establish and work with a Service Unit Awards Committee to approve Service Unit Level Awards.
5. Submit Service Unit Level Award Order form to the GSHNC by the required date.
6. Promote the Esprit de Corps Award and submit application to the GSHNC by the required date.
7. Promote the Outstanding Troop Award.
8. Work with the Awards Committee to establish other ways to show appreciation beyond the official Board Level and Service Unit Level Awards.
9. Work with Service Unit Team to ensure volunteers are recognized throughout the year and at the year-end ceremony
10. Register as a member of Girl Scouts of the USA.
11. Attend adult learning opportunity sessions required/recommended for the volunteer position.
12. Believe and subscribe to the principles expressed in the Girl Scout Mission, Promise and Law and abide by the policies, standards and procedures of GSHNC and GSUSA.
13. As a role model, encourage participation from all girls and adults in accordance with GSHNC’s Affirmative Action Policy.

**Girl Scouts, Hornets’ Nest Council Responsibilities**

1. Provide position description, volunteer personnel policies, GSHNC policies and procedures, programs, learning opportunities, recognition and support.
2. Implement on-going affirmative action and provide all registered members with access to basic accident insurance.