

Service Unit Recognition Representative

Summary

The Recognition Representative plays an important role in ensuring that adult volunteers in the service unit (SU) are recognized for their hard work and outstanding service. Works with the team and volunteers to collect stories of amazing members and nominate them for Girl Scout Adult Awards while cultivating an atmosphere of appreciation through formal and informal volunteer recognition within the service unit. Recognizes girls who earn leadership, service, and the Girl Scout Gold, Silver, and Bronze awards.

Responsibilities/Duties

- Recruit 2 - 4 people to serve on the SU recognition committee.
- Become familiar with the criteria and nomination process for GSUSA and Council Adult Recognition Awards; including those on the service unit level.
- Educate members of the SU about various types of awards for adults and the nomination process, including nomination deadlines.
- Encourage participation and submission of nominations annually.
- Become familiar with the criteria, process, and deadlines associated with the Girl Scout Bronze, Silver, and Gold awards.
- Consult with the SU Finance Representative to ensure budget compliance for recognition.
- Provide informal opportunities to recognize volunteers during service unit meetings.
- Record and verify years of service and previous nominations of all SU volunteers that will be provided by council award staff in February. Following verification report inaccuracies back to council staff.
- Request SU council award recognition pins and certificates from council staff by the last Friday in March.
- Reach out to parents/girls to encourage them to thank their leaders/co-leaders, especially during Volunteer Appreciation Month and Leaders Appreciation Day in April.
- Support Girl Scouts of Utah (GSU) formal recognition process with a goal of at least three (3) Council Adult Award nominations annually.
- Solicit endorsement letters from volunteers and/or community to support adult nominations.
- Coordinate with Program Department to identify Girl Scout Bronze Award recipients; host an event in the fall to recognize these awardees with their certificates and pins and may include girls who have received Girl Scout Silver, Gold, or other awards.
- Co-ordinate SU annual recognition/appreciation event for awardees and volunteers.

Qualification Requirements

- Excellent communication, planning skills, and well organized.
- Experienced and skilled in using basic computer programs*.

Benefits of Service

Marketable Skills

- Leadership
- Public Speaking - Facilitator
- Organization - Time Management
- Team Building
- Personnel & Conflict Management
- Delegation
- Volunteer Coordination
- Personal Integrity

Personal Enrichment

- Foster a greater understanding of the beliefs of the Girl Scout Movement
- Participate in a national and international organization
- Network opportunities
- Involvement opportunities in local, county and state activities
- Mentoring experience
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults
- Promote equality, diversity, antiracism and be an adaptable individual committed to building a forward-looking volunteer network

Term of Appointment

Appointed by Membership Support Specialist (MSS) and reappointment based on annual evaluation. This position is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah Council, in conjunction with the SU team, will perform an annual evaluation of each SU team member.

Once appointed to the position, volunteer will receive an email with instructions on how to access Looker.* Volunteer will lose access to Looker once they leave the position.

Transition into or from the service unit positions takes place in July-August. Whenever leaving this position, the volunteer needs to complete all outstanding position requirements and/or provide their Membership Support Specialist with details of all incomplete tasks/requirements and all current and past financial documents before departure. SU debit card is given to Service Unit Finance Representative, if applicable.

Council Support

- Membership Support Specialist
- Volunteer Support Manager
- Recruitment Manager
- Training Specialist
- Program Department

- Council Development Department
- Customer Care Department

Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Service Unit Budget
- Volunteer Essentials
- GSU Volunteer Essentials Policies
- GSU Website
- Looker*

**Looker is an online program that Girl Scouts of Utah utilizes to obtain membership information. Girl Scouts of Utah is releasing restricted data to volunteers for their use in their Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such Girl Scout data may result in the termination of their volunteer service for Girl Scouts of Utah. Once a new volunteer has been appointed to a service unit position in our membership database (Salesforce), the next day they automatically have access to Looker. When a volunteer is removed from their position in Salesforce, their access is removed by the next day.*