



## Service Unit Communications Representative

### Summary

The Communications Representative plays an important role in informing Girl Scout volunteers and family members, promoting public awareness, and supports Girl Scouting council wide. This position is responsible for establishing and maintaining regular two-way communication pathways within the service unit, assist service unit team members with communications with other service units, Girl Scouts of Utah and the public. This is accomplished by proactively managing service unit communication platforms (email/text lists, website, Facebook groups, Google groups, etc.).

### Responsibilities/Duties

- Collaborate with Service Unit Manager and all other team members to obtain the detailed and complete information and council updates that need to be shared with members.
- Utilize Looker\* to obtain service unit membership information for troop leaders and girls.
- Ensure new and existing troop leadership is contacted, welcomed and aware of:
  - Service Unit meetings: date, time and location.
  - Service Unit communication including Facebook, emails, texts, phone, etc.
  - Service Unit Team leadership roles and contact info.
  - How the troop contributes to and is supported by the service unit annual plan.
- Share service unit channels of communication with volunteers and families prefer to be contacted (email, Facebook, text, phone call, etc.).
- Remind troops, girls and families of upcoming service unit, regional and applicable council meetings/events in a timely manner (i.e. 1 week prior and the day before the meeting/event).
- Record meeting notes or minutes are taken and shared with all volunteers within the service unit within a timely manner (within 1 week of meeting).
- Document and photograph activities to share with service unit, troops, and council.
- Send photos and summary of activity for internal and possible external communications (i.e. council social media, weekly council newsletters, external news media, etc.) within one (1) week to appropriate council staff.

### Qualification Requirements

- Excellent communication, planning skills, and is well organized.
- Experienced and skilled in using basic computer programs.
- Willingness to work effectively with other team members.
- Must communicate in a professional manner at all times.
- Able to maintain confidentiality when sensitive issues arise.

### Benefits of Service

- Develop leadership, planning, organizational, communication and technology skills.
- Play an integral role in girl development of the Service Unit.
- Connect to the legacy of Girl Scouts of Utah.

## **Term of Appointment**

Appointed by Volunteer Support Specialist 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 years of service. The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.

## **Council Support**

- Volunteer Support Specialist
- Volunteer Support Manager
- Training & Development Coordinator
- Council Marketing/Communication Department

## **Resources**

- Service Unit Guidebook
- Service Unit Planning Packet
- GSU Volunteer Policies
- Volunteer Essentials
- Safety Activity Checkpoints