



Volunteer Position Description

Position: Service Unit New Leader Mentor

Accountable to: Volunteer Services Manager & New Leader Manager

Term: 1 year appointment

Summary: Welcome new leaders and introduce them to national, council and service unit resources to support and enhance their first-year experience to achieve troop leader and member retention.

Accountabilities

- ❖ Actively welcome and acquaint new troop leaders to the service unit
- ❖ Understand and promote the principles of the Girl Scout Leadership Experience and abide by the Girl Scout Promise and Law
- ❖ Convey enthusiasm for Girl Scouts, supporting GSUSA and GSCI goals and council staff
- ❖ Attend service team and unit meetings regularly
- ❖ Provide introductions at the new leader's first service unit meeting
- ❖ Schedule meeting to welcome new leader, review relevant service unit information; assist with first troop meeting and/or parent meeting
- ❖ Share best practices and tips throughout the leader's first year.
- ❖ Maintain regular monthly contact with new leaders.
- ❖ Encourage participation in monthly service unit meetings.
- ❖ Follow the new leader mentor timeline
- ❖ Maintain relationship with new leader manager and service team regularly relaying relevant information
- ❖ Provide positive feedback and celebrate the successes of the new leaders throughout the year

Requirements

- ❖ Be a registered volunteer of GSUSA
- ❖ Opt-in to emails from GSUSA and Girl Scouts of Central Indiana
- ❖ Actively use MyGS and Volunteer Toolkit
- ❖ Be familiar with GSUSA and GSCI policies and service unit procedures
- ❖ Stay up to date with Volunteer Essentials and Safety Activity Checkpoints
- ❖ Stay current with trainings, programs, processes offered on GSCI website
- ❖ Clear communication skills through phone, email and social media
- ❖ Have time to perform principal duties effectively
- ❖ Complete training

Evaluation: Evaluated and reappointed annually by Service Unit Manager and New Leader Manager