



# Service Unit Activity Consultant (AC)

## Position Description

**Reports to:** Adult Learning Manager, SU Manager

**Supported by:** Service Unit Support Specialist

**Term:** One year; may be reappointed annually by SU Manager, Service Unit Support Specialist or Outdoor Education Specialist

**Function:** The activity consultant is the primary safety and risk manager for the service unit. This position will support girls, leaders and the service unit team by providing information and consultation on activities, events, programs and trainings. In addition, this position is required by Girl Scouts San Diego.

### Competencies

- Love of outdoor activities; eager to inspire/mentor others.
- Maintain up-to-date mastery of Volunteer Essentials and Safety Activity Checkpoints details; actively involve leaders to rely on these national safety guidelines.
- Personal outdoor progression of experiences, skills and training.
- Computer/internet access and proficiency for communication, document exchange and research.
- Effective oral and written communication skills while serving as a positive role model to leaders, team members and girls.
- Supportive team player able to work with people of diverse cultures, abilities, personalities, ages, backgrounds.

### Expectations

- Honor and live by the Girl Scout Law.
- Approve and consult troop, SU and regional activities as directed by council guidelines, Volunteer Essentials and Safety Activity Checkpoints.
- Maintain troop records (activity approvals, training, progression, trip/travel planning, etc.).
- Attend monthly service unit team and leader meetings. Provide updates and training.
- Maintain regular communication with SU team members, leaders and adult learning manager.
- Serve as a risk management and event safety resource to oversee SU event and series directors and encampment directors.
- Serve as SU point person for securing council encampment sites, submitting reports/paperwork to council as requested.
- Help promote all volunteer/staff organized camping and outdoor experiences (summer resident and day camps, encampment, backpacking, hiking, etc.).
- Present information to leaders about local facilities and activities in the community.
- Clarify information with the adult learning manager regarding confusing or conflicting information, before advising others.

### Requirements

- Be a currently registered member "in good standing" with current volunteer paperwork and background check on file.
- Accept Girl Scouts of the USA and Girl Scouts San Diego's policies, procedures and guidelines.
- Access to internet and e-mail.

### Required trainings

- Basic Overnights, Let's Camp!, Let's Have a Campfire!, and Let's Cook! classes complete at appointment.
- Activity Consultant training within one month of appointment.
- Complete Let's Tent! class within six months of appointment.
- Complete Event Director & Encampment training.
- Participate in bi-annual activity consultant round tables.

Troop # \_\_\_\_\_ SU # \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Best Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

### Girl Scout Law

**I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place and be a sister to every Girl Scout.**

*This agreement must be signed and returned to the adult learning manager.*

**I have read and understand the responsibilities.** I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a volunteer service unit activity consultant. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as detailed here, I will inform my service unit manager, the adult learning manager and/or service unit support specialist immediately.

Signature \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for volunteering!**