

## **Girl Scouts in the Heart of Pennsylvania Volunteer Position Description**

**Position:** Family Partnership Captain

**Reports to:** Service Unit Manager and Development Coordinator of Family Partnership

**Summary:** The Family Partnership Captain will plan, market and manage the Family Partnership campaign in their service unit. They will also support and coordinate the service unit's efforts with GSHPA Fund Development Department.

### **Responsibilities:**

- Manage the Family Partnership Campaign for service unit:
  - Provide Family Partnership presentations/information to area troops.
  - Inform parents about the importance and cost of financial assistance, used to give every girl the Girl Scout leadership experience.
  - Educate parents and adult volunteers about the many benefits of the Girl Scout program and how donations help the council provide those services.
- Motivate and inform troop leaders and other volunteers in your service unit to participate in the Family Partnership Campaign.
- Work with service unit manager, membership associate, and development coordinator to establish appropriate ways to market the Family Partnership campaign in your service unit.
- Ensure that 100 percent of the Girl Scout Parents in the service unit are approached and given the opportunity to make a contribution.
- Provide updates on the Family Partnership Campaign at service unit meetings and in monthly communication.
- Collect Family Partnership donations as needed at service unit meetings or one-on-one and return to council as soon as possible. **Please do not hold donations.**
- Keep records of participating troops.
- Place strong emphasis on Family Partnership during spring and fall registrations.
- Promote Family Partnership during family programming events.
- Assist council fund development staff in locating information on potential grants, donations, and other opportunities within the community.

### **Qualifications:**

- Knowledge and willingness to follow GSHPA policies, standards, practices and procedures.
- A registered member of Girl Scouts of the USA
- Strong communication skills
- Strong public speaking skills
- Marketing skills
- Enthusiasm

### **Support from council:**

- Will provide support and guidance on creating a successful plan for your service unit.
- Will be resource for GSHPA policies and procedures.
- Will be a resource for event ideas and fundraising activities.