



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

BILINGUAL (Spanish) LIAISON

Appointed by and Accountable to:
Term:

Hispanic Initiative Manager
One Year

Purpose:

- To act as a liaison between the Service Unit and Council to better serve the needs of Spanish speaking members. Works in partnership with volunteers and community agencies/businesses to ensure the Girl Scout Program is available and accessible for all interested Latino/Hispanic girls and adults.

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA).
- Accepts the principles of the Girl Scout Promise and Law.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community.
- Is committed to organizational diversity.
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures.
- Is knowledgeable of the Girl Scout Program, its aims, and intent.
- Is knowledgeable of GSOFACT's structure and program for girls.
- Is knowledgeable of Latino community organizations and resources.
- Is willing to initiate effective communications to a wide variety of people and organizations within the Latino community.
- Have effective communication skills in English and Spanish, organizational, teamwork and problem solving skills.
- Maintains a positive attitude and enthusiastic demeanor.

Duties and Responsibilities:

- Takes initial and ongoing training necessary to execute the duties of the position.
- Establishes goals and objectives with the Service Unit Manager and/or Service Team.
- Is informed about new programs and changes at GSOFACT, ensuring the most current materials are being used.
- Maintains a visible presence for Girl Scouts of Connecticut within the Latino/Hispanic community.
- Attends and reports at Service Team and Service Unit meetings on changes in membership and status of Latino/Hispanic Troop/Group/Individual placements.
- Gathers information on the Latino/Hispanic girl population for an assigned school(s) or geographic area developing recruitment strategies based on acquired results.
- Identifies sources for recruiting Latino/Hispanic adult volunteers.
- Plans and carries out a membership recruitment campaign that informs Latino/Hispanic adults and girls how, when, and where they may become members. Schedules and plans recruitment events and distributes materials to schools, places of worship, libraries, community groups, etc.
- Assists in making troop assignments based on Latino/Hispanic girl/adult recruitment.
- Assists the Service Unit and Leaders with the collection of registration forms, permission slips, and other necessary paperwork for Spanish speaking parents.
- Provides on going translation support between Service Unit, Troop Leaders and the Spanish speaking community.
- Assist Spanish speaking volunteers in program delivery and mentor when needed.
- Visit Latino/Hispanic troop sites 2-3 times a year.
- Participates in performance evaluation with Service Unit Manager.