

Girl Scouts of California's Central Coast
Service Team

Individual Girl Coordinator's Guide



Girl Scouts of California's Central Coast

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Position Description

Position: Individual Girl Coordinator

Reports to: Service Unit Membership Manager/Tri-Chair Membership Representative

Summary of Position: Works year-round in collaboration with the Service Unit recruiter and registrar to provide interim program opportunities for waiting list girls with the intention of identifying traditional troop placement.

Provides Service Unit and council level program event information to all individual girls*.

*Individual Girls are Juliettes and girls on the wait list.

Principal Duties:

- Ensure individual girls are informed of age appropriate opportunities.
- In partnership with Service Unit Registrar utilize E-council to manage girls in waiting list group and Juliette group.
- In partnership with Service Unit/Troops coordinate, deliver and evaluate monthly group meetings for girls on the waiting list.
 - Determine schedule/site
 - Identify Friendship Troops (Troops that coordinate a monthly meeting)
 - Manage Service Unit budget for waiting list group.
 - Work with Getting Started advisors to provide training to interested adult volunteers.
 - Advertise the schedule to girls on the waiting list.
 - Evaluate the program through After-Action reports.
- Attend monthly Service Unit meeting and any Service Unit Team meetings.

Qualifications:

- Believe and commit to uphold the Girl Scout Mission, Promise, and Law.
- Be accepting of the Girl Scout goal that promotes pluralism and inclusiveness.
- Be sensitive to individual girls/adults and their needs.
- Maintain confidentiality as necessary and appropriate.
- Be flexible.
- Be willing and able to learn and grow through your Girl Scout experience.
- Be willing and able to take required training.
- Must be at least 18 years of age.

Term: One year with annual review. May be re-appointed.

I agree to perform the duties as stated in the above position description.

Individual Girl Coordinator's Signature

(Date)

Service Unit Membership Manager

(Date)

WELCOME

Welcome to the rewarding and valuable volunteer position of Individual Girl Coordinator. This NEW volunteer position allows you the opportunity to share the many valuable aspects of the Girl Scout program with the girls and family in your community who are currently unable to join a traditional troop due to lack of leadership or who have schedules that do not allow for a girl to be part of a traditional troop program.

This guide will take you through the steps to successfully manage an organized wait list in your community, to access Juliette (individually registered girls) information, to set up monthly, meaningful troop led program opportunities for individually registered girls, to effectively communicate important information to and from the Service Unit Team to individually registered girls, and to set-up *Getting Started* (New Volunteer Orientation) training for adults interested in starting troops from the waiting list girls.

Remember, you have a strong support system. When in doubt, discuss your ideas with your Service Unit Manager or your Service Team. Talk to leaders to find out what sorts of activities their troops would be interested in sharing with the wait list girls. And if you are in need of professional guidance contact your assigned Membership Development Manager.

Good luck and thank you for all that you do for Girl Scouting!



7 Steps to becoming a successful Individual Girl Coordinator.



Step 1: Learn how to use e-council.

E-council is the online data base Girl Scouts of California's Central Coast uses to keep track of all of the members in our council. By using e-council, one can pull up contact information for a girl and her family, on entire troops, service units, and one can compile data from many sources to build rosters that fit specific purposes. One can even down-load roster from e-council into easily read excel worksheets just by clicking a button. It is that easy!

Some Service Unit Teams have a Registrar who inputs all of the Service Unit's membership information into e-council. It is not your job to input membership information into e-council. However, you should work directly with the Service Unit Registrar or council registrar (if you do not have a SU Registrar) to learn how to use e-council to access all of the members in your Service Unit.

Contact the council hub nearest to you to find out how to get access to e-council.

Step 2: Make a Roster for the individual girls.

This means you are going to need 2 Separate Rosters—one for the Juliettes and one for the girls on the wait list.

The information for these rosters will come from e-council and ALSO from the recruiter in your area who sends you names and contact information of girls who are interested in joining Girl Scouts.

Make sure that you have contact information for the girls on these rosters and that you are capable of getting information to them based on the forms of communication they are comfortable with. Email is the easiest and quickest way to get information out, but some families do not use email, so be flexible.

Step 3: Get the Service Unit and council information out these girls in a timely and efficient manner.

At least once a month (and more as needed) you should send out information to the individual girls by email and/or by mail that informs them of age appropriate Girl Scout opportunities for them. This information should include:

- ☼ Service Unit event information
- ☼ *Coastal Connections* (Council's monthly newsletter)
- ☼ Information on the next Individual Girl event being hosted by your Service Unit.

Step 4: Set up monthly Individual Girl Program Opportunities.

- ☼ Book a facility and a common date. For example the meeting could be held in the multi purpose room of *Smarty Pants Elementary School* on the 4th Friday of every month from 4-6pm.
- ☼ Attend Service Unit Meetings and Contact Troops in the area to find troop to host this event. *You will want to keep in mind the age level of your individually registered girls. If 25 of your 30 individually registered girls are in the Brownie Program Age Level than you will want to have age appropriate activities for these girls. If the ages are spread out plan to have troops host a couple of different age appropriate activities or have more than one troop host the event.*
- ☼ Make a calendar that lists which troops are hosting which monthly meetings and what the theme of the meetings will be. Have diversity in the themes of the meetings.
- ☼ Remember to contact these troops a couple of weeks prior to their hosting of the meeting to remind them of their obligation.
- ☼ Invite all girls on the wait list and all Juliettes to these events. Even if they do not attend every time, they should still be able to know about these opportunities.

Step 5: Work with Getting Started Advisors to provide training to interested adult volunteers during these monthly events.

- ☼ Remember the goal of the Individual Girl Coordinator is to not only provide meaningful program opportunities to girls on the wait list and Juliettes, but to also enlist adults to become leaders.
- ☼ Talk to the parents at these events about what a wonderful fulfilling experience being a Girl Scout leader is and be knowledgeable of all of the necessary steps to becoming a Girl Scout leader.
- ☼ If there are adults who are interested in becoming a leader, arrange with a Getting Started advisor to be present at the monthly meeting or to set up a Getting Started meeting with that adult.

Step 6: Manage Service Unit Budget for Wait List group.

- ☼ **There should be a small budget allotted for the Wait list group/Juliettes in the SU Budget.**
- ☼ **It is ok to charge a small amount for materials to the individually registered girls who attend these events. Troops hosting the event can come up with their own budget and let you know in advance the cost.**

Step 7: Evaluate the program through after-action reports.

- ☼ **It is always important to be able to document what makes an event successful and what is needed to improve an event.**
- ☼ **An after-action report allows you to rate the experience based on data.**
- ☼ **Remember the goal of these monthly events are to provide quality Girl Scout experience to girls who are not able to be in troops while at the same time helping to get new volunteers to take over leadership of these girls.**



Girl Scouts of California's Central Coast AFTER-ACTION REPORT

Name of Event (workshop, activity, fund raiser, activity):

Date/Time:

Location: (Include Point of Contact for the location)

List the team and their Point of Contact information that worked on this event:

Who	# of Attendees	
Daisy		
Brownie		
Junior		
Cadette		
Senior		
Studio 2B		
Non Girl Scouts attended or recruited		
New Volunteers recruited		
Leaders		
Middle Management Volunteers		
Staff		
Board Members		
Special Guests		<u>Names of Special Guests:</u>

Program (Synopsis or attach schedule):

To be completed within two weeks of event delivery.