

PROGRAM LEVEL CONSULTANT

The **Neighborhood Program Level Consultant's** purpose is to ensure quality age appropriate program for girls by providing ongoing assistance to adult volunteers. The Neighborhood Chair will appoint the Program Level Consultant for a one year term. The Program Level Consultant is accountable to the Neighborhood Chair, leaders/advisors, adults supporting Individually Registered Members, and membership staff.

Program Level Consultant agrees to:

- Become/remain a registered GSUSA member.
- Attend appropriate training(s).
- Become/remain familiar with existing resources for the program level (Daisies, Brownies, etc.)
- Stay updated on developments and new resources from GSUSA and TIGSC.
- Educate and support adult volunteers in the use of program materials and resources.
- Promote Council and Neighborhood programs relevant to the program level.
- Encourage ongoing training and attendance at Neighborhood meetings.
- Help volunteers identify local resources and opportunities.
- Attend Service Team and Volunteer Meetings.
- Listen to volunteers' successes and concerns, and share with Service Team and Membership Staff as appropriate.
- Represent the program level at Service Team meetings. Assure that Neighborhood volunteer meetings include information and training relevant to the program level. Participate in the development and implementation of Neighborhood goals, assuring that the goals reflect the needs of all program levels.
- Maintain confidentiality when dealing with sensitive issues.
- Be proactive in negotiating responsibilities for this position.
- Have fun and maintain a positive attitude.

Neighborhood Chair agrees to:

- Provide a copy and interpretation of the TIGSC Volunteer Policies.
- Provide a copy and review of the responsibility outline.
- Negotiate any responsibilities within the position responsibility outline.
- Provide orientation to the position, and ongoing training and support as needed.
- Give recognition.
- Provide evaluation.
- Promote a fun, enjoyable atmosphere of mutual respect and commitment to girls and Girl Scouting.

Volunteer Agreement

I have read the responsibilities of the Program Level Consultant and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood _____

E-mail: _____
Term: _____

Volunteer's signature and date

Neighborhood Chair's signature and date