

# VOLUNTEER POSITION DESCRIPTION



Girl Scouts of DuPage  
County Council  
2400 Ogden Ave., Suite 400  
Lisle, IL 60532-3933  
T 630 544 5900 F 630 544 5999  
[www.girlscoutsofdupage.org](http://www.girlscoutsofdupage.org)

## Universal Accountabilities

- Demonstrates sound judgment and responsible decision making and ensures that the Girl Scout Mission and the goals drive all decisions.
- Models behavior consistent with the mission and purpose of Girl Scouting.
- Supports and commits to the Girl Scouts of DuPage County Council and Girl Scouts of the USA affirmative action plans and to increasing diversity throughout the organization.
- Supports, promotes and participates in all efforts to increase cooperation, communication and collaboration between and among operational volunteers and the staff.
- Understands the importance of seeking resolution to problems and concerns by bringing them to the direct attention of your supervisor in a timely manner.
- Promotes a climate of courtesy and professionalism toward all volunteers served by this council, the Board of Directors, staff and the communities we serve.
- Ensures that materials prepared and produced for Girl Scouts of DuPage County Council reflect the highest standards of excellence, brand management, and relevance and are designed to reduce rather than create bureaucracy.
- Participates in the delivery of the Girl Scout Program by providing service and information to girls, administrative volunteers and the council staff as determined by your supervisor.
- Demonstrates sound time management by effective and efficient organizing, prioritizing and completion of multiple assignments in a timely manner.
- Consistently strives to improve the effectiveness and efficiency of your job by demonstrating positive and creative approaches to the delivery of services to girls.
- Maintains strict confidentiality when handling sensitive or privileged information.
- Refers questions and inquiries to the appropriate person immediately.
- Shows a willingness to work with diverse groups with varying life styles and cultures.
- Has no outstanding debt to the Girl Scouts.