**AHG TROOP KY2521 ADULT VOLUNTEER OPPORTUNITIES   
FOR 2022-2023 YEAR**

*We welcome moms, dads, grandparents, aunts, uncles, neighbors, etc. so if you know someone who loves your daughter and would love to serve our troop, we would love to talk to them! All Parents are required to volunteer in some capacity in order for our Troop to run smoothly!*

**August – December 2021 Opportunities:**

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| POSITION | JOB DESCRIPTION | ESTIMATED  TIME COMMITMENT | WHEN OCCURS | NOTES |
| Fall or Spring Camp Coordinator  (need 1-2 people) | Plan for the location of the camping trip. Determine campsite and tent set-up sites, coordinate check in and check out times, Sign up Genius, and some activities.Collect any permission slips. | Time to create sign-up genius.  Begin planning a couple of month before the camp-out.  Self determined time commitment for a “successful” weekend. |  | Guidance from Coordinator |
| Fall Fundraiser Assistants | Attend meeting where fundraiser forms are collected. Count money based on order form to check for accuracy. Put information into provided spreadsheet. | 1 ½ hours at meeting  1 ½ hours to complete spreadsheet  30 minutes to sort boxes when delivered to campuses | Friday, October 21, 2022  Early December delivery and sort | Guidance from Treasurer |
| Operation Christmas Child (OCC) Service Coordinator | Organize sign-up genius. Setup assembly line to pack boxes. Supervise packing of boxes. Coordinate delivery of boxes to drop-off site. | Time to create sign-up genius a month before  30 minutes before meeting to set up  1 ½ hours during meeting  Delivery of boxes | Friday, November 4, 2022 | Guidance from Coordinator or Vice Coordinator |
| Salvation Army Bell Ringing | Contact Salvation Army to schedule a date. Create sign-up genius. | 1-2 hours | Typically first Friday in December | Guidance from Coordinator or Vice Coordinator |

**January – May 2022 Opportunities:**

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| POSITION | JOB DESCRIPTION | ESTIMATED  TIME COMMITMENT | WHEN OCCURS | NOTES |
| Winter Service Coordinator | Plan/organize one service project for troop to participate in. | Time to create sign-up genius  30 minutes before meeting to set up  1 ½ hours during meeting | Typically held in February | Guidance from Coordinator or Vice Coordinator |
| Spring Fundraiser Assistant | Attend meeting where fundraiser forms are collected. Count money based on order form to check for accuracy.  Tally flower orders.  Coordinate volunteers to sort each girl’s order for pick up during meeting. | 1 ½ hours during meeting to collect, count, and tally orders  2 hours before meeting to sort orders (depending on number of people helping) | Collect forms Friday, March 17, 2023  Flower pick up Friday, April 28, 2023 | Guidance from Treasurer |

**All Year Opportunities:**

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| Squad Leader and Assistant Leader (each squad needs 1 of each) | Lead squad of girls in badgework, service, leadership and spiritual development | Planning time in summer  Prep time for meetings  Attend meetings | Every troop meeting | Guidance from Coordinator and Vice Coordinator. AHG training and background check required. |
| High Adventure Coordinator | Sign up Genius for adventure. Make sure medical records are on file. Plan adventure for the appropriate age group. Safety procedures on hand. Collect all forms needed.  Notify TC to submit a Trip Notification. | Self determined time commitment for high adventure planning.  Time to create sign-up genius 3-4 weeks before adventure. | Please provide 2-3 opportunities for girls in all age groups to experience these opportunities. | Older AHG girls (PiPa’s) may help with input and planning.  Guidance from Coordinator and Vice Coordinator  Guidance in planning is provided. |
| Lead/Teach a Badge requirements  (at least 1 per squad) | Find a badge to complete with a squad. Read through requirements and gather needed supplies (will be reimbursed). | Time to plan and prepare.  Time to lead the girls through the badge. | TBD based on agreement with Squad Leader | Guidance from Squad Leader and Co-Leader and Co-Coordinators as needed |