



Volunteer Position Agreement:  
Overseas Committee Management Team (OCMT)  
Highest Awards Coordinator

**Summary:** The OCMT Highest Awards Coordinator has the vision, enthusiasm, and ability to lead local volunteers to carry out the Girl Scout Leadership Experience (GSLE). The Highest Awards Coordinator is responsible for promoting awareness of and participation in the GSUSA Highest Awards program.

**Term of Appointment:** The OCMT Member is appointed for a one-year term (October 1 to September 30) that is renewable each year. OCMT positions usually begin a few weeks/months prior to Oct. 1.

**Supervision:** The Highest Awards Coordinator reports to the Overseas Committee Chair and Co-Chair in addition to USAGSO Mission Delivery staff assigned to that area

**Support:** The Highest Awards Coordinator receives support, guidance, and encouragement from USA Girl Scouts Overseas staff with additional support from members of the Overseas Committee Management Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Responsibilities:**

- Become a registered member of GSUSA.
- Have an active and eligible background check on file with USAGSO.
- Complete all required training for your position within 60 days of assignment.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Be knowledgeable about GSUSA highest award requirements and processes.
- Educate your community about the bronze, silver and gold awards.
- Support youth in earning highest awards.
- Promote highest award achievements and recognize Girl Scouts for their accomplishments.
- Leadership and recruiting of the Overseas Committee Management Team.
- Maintain regular contact with OCMT members.
- Communicate and comply with all volunteer processes, standards and safety guidelines as outlined in Safety Activity Checkpoints and Volunteer Essentials to all local volunteers.

**Qualifications and Core Competencies:**

- Leadership: Ability to manage, supervise, and provide support.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

*Failure to comply with the requirements outlined above may result in dismissal from the volunteer position.*

Please electronically sign the OCMT commitment form here:  
<https://usagso.wufoo.com/forms/overseas-committee-commitment-form/>