

Board of Family Ministry

Girl Pioneers Caravan Counselor

Mission Statement: As an organization founded to keep our girls “Loyal to Christ,” Lutheran Girl Pioneers (LGP) shall strive to develop in each member her potential for leadership through personal interaction skills with others and promote service to the Lord and to the world around her. This will be accomplished through worship, evangelism, education, citizenship and recreational activities, all centered in God’s word and consistent with the doctrine of the Wisconsin Evangelical Lutheran Synod.

Description: The Girl Pioneers Caravan Counselor is responsible for overseeing the coordination of the entire Girl Pioneers program. The Caravan Counselor helps the leaders and coordinators plan and execute all meetings, special events, and activities.

Qualifications:

- Communicant member of Trinity Ev. Lutheran Church
- Responsible, dependable, and trustworthy
- Organized and detail-oriented
- Willingness to work with girls in 1st through 8th grade
- Possesses leadership skills
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 or over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Planning and coordinating of annual schedule
 - a. Schedule, coordinate, and lead the bi-annual planning meetings.
 - b. Schedule annual meeting and activity calendar for program.
 - c. Reserve time and space for meetings and activities on church calendar.
4. Planning and coordinating of monthly meetings for girls
 - a. Follow detailed outline of requirements for program.
 - b. Coordinate volunteer guest speakers or create lesson plan for each monthly meeting.
 - c. Coordinate monthly craft activity and/or games.
 - d. Shop for supplies necessary for monthly meetings and submit receipts to Pioneers Bookkeeper.
 - e. Work with Recruiter/Communications Coordinator in advance of meetings to communicate all information for monthly newsletter and any need of adult volunteers/chaperones, etc. for monthly meetings.
 - f. Report to Staff Minister and Board of Family with planned monthly activities.
5. Meetings
 - a. Attend bi-annual planning meetings of the Girl Pioneers leadership team.
 - b. Attend and oversee monthly meetings and special events of the Girl Pioneers group.

Time Commitment:

- 5 hours per month
- 1-year term, from July through June; may serve successive terms, at the discretion of the Board of Family and the rest of the Girl Pioneers leadership team

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Relationships: The Girl Pioneers Caravan Counselor works closely with the Girl Pioneers leadership team, including the Girl Pioneers Special Events Coordinator, Girl Pioneers Recruiter/Communications Coordinator, Pioneers Bookkeeper, and Girl Pioneers Leaders. The Caravan Counselor also works under the guidance of and is responsible for communications to the Staff Minister and the Board of Family.

Training: The Girl Pioneers Caravan Counselor is trained by the outgoing Caravan Counselor. The Caravan Counselor may participate in further leadership training, as available.