



Vice Coordinator Volunteer Ministry Description

Purpose Support the mission of AHG to build women of integrity by working closely with the Charter Representative and the Troop Board. Promote the growth and development of the Troop and its implementation of the AHG Program. The Troop Coordinator ensures faith is woven throughout the Girl Member's experience, providing them opportunities to grow in their Christian faith.

Reports To: Troop Coordinator

AHG, Inc. Support: Troop Support Specialist or Hometown Mentor

Responsibilities*:

General:

- Pray for the Charter Organization, the Troop's Adult and Girl Members, and the AHG Ministry.
- Model spiritual leadership by intentionally including prayer and Scripture into all that the Troop does.
- Collaborate with the Troop Ministry Team to plan the annual Troop Calendar.
- Adhere to AHG Health and Safety Policies and Guidelines.
- Participate in all Troop Board meetings.
- Participate in regular Troop Ministry Team Meetings, Troop meetings, activities, and events.
- Coordinate with Troop Ministry Team to promote AHG in the local community.
- Set the expectation for uniforms and model correct uniform at all AHG Meetings, events, and activities.

Role Specific:

- Work alongside the Troop Coordinator and Charter Representative to incorporate the Charter Organization's Ministry goals in the Troop vision.
- Encourage the Troop Ministry Team to continue growing in their relationship with Jesus Christ.
- Partner with the Troop Ministry Team to implement the AHG Program using the six Program Emphases to develop a well-rounded experience for the Troop.
- Collaborate with the Troop Board to develop annual policies and documents:
 - Troop calendar
 - Troop budget
 - Troop Policy Orientation Packet
 - Annual end of year survey
- Work closely with the Troop Coordinator in:
 - Lead Troop Meetings and Troop Ministry Team meetings
 - Charter Renewal
 - Annual AHG Member Registration
 - Ensure timely payment of annual Program Support Fee
 - Record-keeping
 - Reach out to potential new girls through member placement
 - Ensure timely communication
 - Ensure Adult Members complete training



- Communicate regularly with the Troop's Hometown Mentor or Troop Support Specialist.
- Collaborate with the Charter Representative and Troop Board to develop and implement effective recruitment and selection of Adult Members.
- Connect with the greater AHG community through local, area, and national events
- Intentionally build unity among the Adult Members through prayer, connection, and collaboration.
- Encourage Adult Members to continue growing in their skills through additional training and trying new ideas.
- Care for families and girls by:
 - Make an effort to know each girl and family
 - Help to meet the needs of Troop Members
 - Request feedback through the Troop end of year survey
- Show appreciation to Troop Volunteers throughout the year and recognize their dedication at the End-of-Year Ceremony.
- Show appreciation to the Charter Organization through service and other thoughtful ways.

*The responsibilities of this position are to be divided with the Troop Coordinator as your spiritual gifts, personalities, and experience dictate.

Qualifications:

- Registered AHG Adult Member, at least 21 years old.
- Maintain your personal relationship with Jesus Christ and be an effective witness for Him.
- Active and regular participation in a local church, small group, and/or similar gathering to grow in your relationship with Jesus Christ and fellowship with other believers.
- A positive, Christ-like attitude with a passion for growing the AHG ministry.
- Serve as an example and live by the AHG Oath, Creed, Mission, and Statement of Faith.
- Commitment to teamwork and Biblical conflict resolution.
- Preferred strengths: humility, clear communication, discernment, organization, leadership.
- Familial relationships are not recommended on the Troop Board.

Required training prior to the first Troop meeting*:

- KEYS to Child Safety
- AHG Foundations
- BEST Practices: Health and Safety Quick Guide
- Troop Board Training
- Troop Coordinator/Vice Coordinator Training

*Any training required by state law when interacting with youth

Weekly Commitment: Approximately 5 hours a week.

Commitment Length: 1-year renewable by mutual agreement.