

English-Spanish Translator
Position Description

The English-Spanish Translator's purpose is to support Girl Scouts of Western Washington's Latina Initiative Program by translating written documents used by the staff, volunteer, and girl members of GSWW.

Qualifications: Full fluency in standard written English and Spanish is required. Must have basic computer skills and be able to easily access computer and internet. Able to pay attention to detail, meet deadlines and be highly responsible. No previous Girl Scout experience needed.

Service Commitment: The English-Spanish Translator is appointed by the Latina Program Coordinator for a 3 month renewable term with flexible hours. Exact number of hours will vary depending on the specific project(s) agreed upon by both parties.

Supervision and Support: The English-Spanish Translator is supported by and accountable to the Latina Program Coordinator, Area Manager, and Girl Scouts of Western Washington.

Duties and Expectations:

- Complete a volunteer application
- Translate documents, forms, and other materials from English to Spanish in a manner that is consistent with original documents
- Request assistance with vocabulary and context from GSWW staff as needed
- Follow document and translation guidelines as given by Latina Program Coordinator
- Return translated documents electronically for review and edit within 2 weeks of assignment
- Maintain confidentiality standards as described in [GSWW Volunteer Policies](#)

The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

The Girl Scout Promise:

On my honor, I will try
to serve God* and my country,
to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout