

SERVICE UNIT MANAGER SERVICE UNIT TEAM MEMBER

Summary:

Term of Appointment: The Service Unit Team Manager is appointed for a two (2) year term from July 1 through June 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 8 hours per week.

Supervision: The Service Unit Team Manager is supervised by the Community Champion and Regional Membership Manager. The COO provides general oversight for all membership operations.

Support: The Service Unit Team Manager receives additional support, guidance, and encouragement from the volunteer services and program departments of the council. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Manage and maintain the Girl Scout program in a designated geographical area.
- Recruit, train, and manage a service unit team in support of a designated group of troops within a region.
- Lead the service unit team in planning and implementing Service Unit programs and events.
- Ensure all troop leaders within the service unit are processed and trained in a timely manner.
- Plan, schedule, and conduct service unit team planning meetings and service unit meetings for troop leaders and GSLE volunteers.
- Assist in developing and implementing plans for recruiting volunteers and girls in a designated area.
- Assist with the formation of new troops and placement of girls in existing troops.
- Provide support and recognition for service unit troop leaders and GSLE volunteers
- Ensure all paperwork and reports are completed and submitted by troop leaders and GSLE volunteers
- Represent Girl Scouts in the community.
- Be guided by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of the Desert Southwest (GSDSW) and Girl Scouts of the USA (GSUSA).

Qualifications and Core Competencies:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- 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. Committed to supporting the council by presenting a positive and consistent message of Girl Scouting.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to email and the internet, plus knowledge of social media.
- Additional requirements
 - Current GSUSA membership
 - Previous Girl Scout experience is preferred
 - Completed volunteer application process and training requirements

By signing below, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.

Date: _____ Service Unit: _____

Print Name: _____ Email: _____

Signature: _____