

Job Title: Service Unit Secretary / Communications

Position Type: Volunteer, Service Unit Team Member

Term Length: Three years (August 1 – July 31)

Renewal: Renewable annually upon evaluation, with approval of the Service Unit Manager

Limit: Up to two consecutive terms allowed

Time Commitment: Average of 4 hours per week

Supervised by: Service Unit Manager and GSDSW Engagement Team

Position Summary

The Service Unit Communications team member is responsible for ensuring effective communication within the service unit and between the service unit and council. This role manages email and social media platforms, supports event publicity, maintains accurate records, and serves as a key liaison for Girl Scout messaging and branding in the local community.

Primary Responsibilities

Internal Communication & Meeting Support

- Work collaboratively with the Service Unit Team to support assigned troops
- Create and distribute agendas for Service Unit Team and Service Unit meetings
- Attend and participate in Service Unit Team meetings and general SU meetings
- Provide communications updates and respond to questions during monthly meetings
- Record attendance and take minutes at Service Unit meetings; distribute promptly

Information Management

- Maintain an up-to-date calendar of Service Unit and council key dates
- Keep an accurate and current email distribution list for all Service Unit members
- Support Service Unit team members in promoting events, programs, and recruitment
- Stay informed about council and community updates that impact Girl Scouts

Media & Branding Support

- Develop and manage Service Unit social media platforms in line with Girl Scout branding
- Assist in coordinating public relations with the council and local media outlets
- Submit photos and stories to info@gsdsw.org
- Ensure any media submissions or public coverage requests are pre-approved by council
- Guide SU team members and troops in proper use of Girl Scout logos and branding

Leadership & Support

- Recommend and mentor a new Communications volunteer during the third year of service
 - Complete required Service Unit Position training provided by GSDSW
 - Promote positive visibility and representation of Girl Scouts in the local community
 - Uphold the Girl Scout Mission, Promise, and Law in all communications and interactions
 - Comply with all GSDSW and GSUSA policies, procedures, and branding standards
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Qualifications & Core Competencies

- **Girl Focus:** Promote opportunities that empower girls and elevate their voices
- **Personal Integrity:** Demonstrate honesty, reliability, and ethical behavior
- **Adaptability:** Remain flexible and responsive to changing situations and needs
- **Oral Communication:** Communicate clearly and positively with varied audiences
- **Computer Skills:** Proficiency with email, internet, and social media tools

- **Time Management:** Organize tasks and meet deadlines efficiently
 - **Additional Requirements:**
 - Current GSUSA membership
 - Completed and up-to-date background check and required training
 - Previous Girl Scout experience preferred
 - Maintain status as a volunteer in good standing
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Acknowledgment

By signing below, I affirm that I have read and understand the responsibilities of the Service Unit Communications role and agree to fulfill the duties to the best of my ability.

Date: _____

Service Unit: _____

Name (Print): _____

Email: _____

Signature: _____