

Service Unit Manager

- Purpose:** In partnership with assigned staff, develops and implements the plans to provide the Girl Scout Leadership Experience (GSLE) in assigned geographic area.
- Accountability:** Works under the direction of the staff liaison.
- Supervises:** Service Unit volunteers
- Term of Appointment:** Three years; maybe renewed for an additional 3 years

Primary Responsibilities and Duties:

- Accepts the beliefs and principles of Girl Scouts of the USA. Is a positive role model.
- Supports all the work and follows the policies and procedures of GSUSA and GSNCA.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community and is committed to organizational diversity.
- Chairs service unit meetings and participates in appropriate council meetings and activities.
- Recruits, directs, and supports the service team needed to provide Girl Scout opportunities to all girls in the service unit.
- Works with the staff liaison and service team to develop and execute a service unit development plan, which includes recruiting, and retaining girl and adult members to meet council goals and the needs of the service unit.
- Ensures that council standards, risk management plans, and procedures are followed for all operations, including, but not limited, to trips and program events.
- Develops communications systems within the service unit to assure that volunteers receive accurate information in a timely manner.
- Ensures that all girls and adults in the community have equal access to membership and program opportunities.
- Develops and promotes interaction between individuals and troops/groups through service unit(s) and council events.
- Ensures that council fund raising and money-earning efforts, including family giving and Girl Scout product sales programs, are a priority in the service unit and are properly managed to ensure protection of sellers, funds, and products.
- Provides informal recognition to volunteers and recommendations for formal recognitions to the Recognitions Task Group.
- Maintains records and submits reports to appropriate staff as requested.
- Coordinates with the school liaison/recruiters to maintain a girl membership interest list for the service unit and an up-dated placement list, if the position of troop organizer has not been filled for the service unit.
- Performs other duties as needed.

Qualifications:

- Must be a registered member of Girl Scouts of the USA through GSNCA.
- Must be at least 19 years of age and an approved volunteer who has successfully completed the council's volunteer application and selection process, including an acceptable background check.
- Ability to communicate with volunteers by phone, internet, and letter.

Core Competencies:

- Ability to analyze data and develop a detailed service unit development plan to meet the needs of the area and support council goals.
- Experience and ability to recruit and supervise other adults and to delegate responsibilities.
- Ability to communicate effectively with volunteers and community leaders, as well as girls and their parents.
- Ability to plan and chair meetings.
- Knowledge of the local community and the ability to assess and cultivate community resources to expand and promote Girl Scouting.

Training for Position:

- Girl Scouting 101 & Developing A Girl Scout Leader
- Service Unit Manager Training