

Term: 1 year—May be reappointed after evaluation.

Summary: The Service Unit Manager is responsible for the development, extension, and maintenance of girl and adult membership and for ensuring that girls and Girl Scout volunteers receive the services they need. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

Appointed by and reports to: Membership and Community Development Specialist (MCDS)

Support: The Service Unit Manger will get full support, guidance, and encouragement from council staff and Service Team.

Responsibilities/Tasks:

- Call and preside at meetings of the service team at least quarterly
- Call and preside at meetings of the service unit at least six times annually
- Annually recruit, select, appoint, place and supervise qualified service team members
- Gather requested information when necessary and distribute information to troops
- Inform service unit personnel of local and national policies, standards, and principles and see they are upheld
- Cooperate with other community organizations and agencies as appropriate
- Attend service unit manager meetings and be an active communicator taking information to and from the service unit
- Carry out specific responsibilities delegated to the service unit: learning opportunities, girl events, and council opportunities
- Cooperate with other service units
- Support the fund development efforts of the council
- Attend training and conferences as requested
- Ensure that every service unit event and activity is girl-focused
- Maintain proper service unit records and oversee the service unit account

Core Competencies—Required:

- 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/written communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures
- Time management skills
- Ability to plan, delegate, organize and conduct meetings
- Have a knowledge of Girl Scouting including *Safety-Wise* and council policies.

Volunteer Agreement:

Signature of Service Unit Manager _____ Date _____

Signature of Membership & Development Specialist _____ Date _____