

## Volunteer Position Description/Agreement: Service Unit Manager

**Term:** A one-year term that is renewable upon a mutual agreement between volunteer and volunteer's supervisor.

**Summary:** The Service Unit Manager is responsible for overseeing the Service Unit team to accomplish Service Unit goals.

**Reports to:** Member Support Specialist

**Support:** The Service Unit Manager will receive support from GSNI's Member Support Specialist, Resource Specialists at the Resource Centers, Product Program Managers, Girl Experience Specialists, and Philanthropy Department.

### Benefits:

- Strengthen Leadership Skills
- Enhance Communication Skills
- Increase Management Skills

### Responsibilities:

- Work collaboratively with the Service Unit Team to form committees necessary to plan, deliver and evaluate quality Girl Scout Service Unit events focused on the Girl Scout Leadership Experience.
- Call and preside at meeting of the Service Team at least three times per year and of the Service Unit at least five times annually.
- Assist in recruiting Service Team members and with conflict management within the Service Unit.
- Cooperate with all Girl Scout volunteers, other Service Units, and community organizations and agencies as appropriate.
- Attend all Service Unit Team Planning Packet meetings with council staff to ensure service unit goals are being met.
- Complete and submit all required paperwork.
- Inform Service Unit personnel of local and national policies, standards, and principles and see they are upheld.
- Work with Member Support Specialist to distribute information to troops.
- Support the fund development efforts which includes Product Program for GSNI.
- Remain informed about, comply with, and communicate the current requirements of Volunteer Essentials, Safety Activity Checkpoints, and state laws.

### Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

### Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a background check completed.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.