

Service Unit Manager

This position description is a guide to utilize as an aid for what best fits your service unit. GSNI understands service units differ and trust your team will customize these responsibilities to best serve your members.

The Service Unit Manager is a conductor! They can see and understand how each individual Service Unit Team role works together to orchestrate and create something beautiful. The Membership Engagement Specialist (MES) cultivates a relationship with the Service Unit Manager.

The Service Unit Manager oversees the service unit by:

- ◆ *Collaborating with the Service Unit Team to:*
 - Grow service unit membership and retain existing members.
 - Host quality events focused on the Girl Scout Leadership Experience.
 - Recognize service unit volunteers and youth.
 - Ensure the service unit and Girl Scouts has a positive and impactful presence in the local community.
- ◆ *Championing GSNI*
 - Strive to achieve the service unit goals set by GSNI.
 - Inform service unit members about Girl Scout policies and standards.
 - Promote the Fall Product and Girl Scout Cookie Programs.
 - Foster a relationship with the MES to stay connected to GSNI and GSUSA.
- ◆ *Managing the Service Unit Team and members*
 - Contact new leaders and volunteers to connect them to the service unit.
 - Assist the team members with their position responsibilities.
 - Create a welcoming environment for all and be accessible for mentoring, questions, and conflict management.
 - Communicate regularly with service unit members through a variety of means, including hosting service unit meetings.
- ◆ *Following the Girl Scout Promise and Law*

The Service Unit Manager position is essential to the continued success of the service unit and GSNI. We would like you to fill the position for a minimum of one year, but we hope to have you part of the team for longer. At any time, a volunteer may be appointed to another Girl Scout position, removed from a position, or may resign.

Thank you for volunteering! The Girl Scout Movement is only possible with amazing individuals like you!

Print Name _____

Date _____

Signature _____