

Volunteer Position Description

Title: Service Unit Manager/Co-Manager/Assistant Manager

Reports to: Service unit managers and co-managers report to council membership manager. Assistant service unit managers report to service unit managers.

Purpose of Position:

- To develop and maintain Girl Scouting throughout the assigned service unit area and to organize and support troops/groups, individual girl members and adult volunteers.
- Two co-managers can share the position, or the responsibilities can be divided between manager and assistant manager. Service unit managers and co-managers report to the membership manager. Assistant service unit managers report to service unit managers.

Benefits:

- Opportunity to gain valuable experience in management, supervision, strategic planning, public speaking, and communication skills.
- Free training in areas of responsibility, plus enrichment training.
- Performance evaluations and performance recognition.
- Employment and educational referrals based on job performance.
- Satisfaction of knowing you have made a difference in the lives of girls in your service unit by helping them discover, connect and take action.

Responsibilities:

- Make the Girl Scout program accessible to all girls in all segments of the population in the service unit's area. Work to increase the membership and participation of girls and adults from diverse racial, ethnic, religious, social, economic, and special needs backgrounds.
- Work with the membership manager and membership recruiter to develop and implement a plan to effectively recruit and retain adult volunteers reflecting the diversity of the service unit's population.
- Ensure that volunteers are appointed and supervised, receive initial orientation and training, plus ongoing direction, support, evaluation, and recognition.
- Meet with team members on a regularly scheduled basis to develop plans, coordinate work, promote cooperation, and evaluate progress.
- If there is no treasurer, oversee management of service unit funds and ensure that troop/group funds are managed in accordance with council and national policies, standards, practices, and guidelines.
- Maintain good communication with membership manager and the council. Serve as communications liaison between the council and service unit volunteers.
- Establish and maintain positive relations with community groups and individuals.
- Attend trainings for position and service unit manager meetings.
- Keep records and submit reports on time.
- Ensure that service unit business and troop/group program activities follow Girl Scout program, policies, standards, practices, procedures, and guidelines.

Qualifications:

- Knowledge of and experience with the Girl Scout program.
- Ability to supervise adults and accomplish tasks through delegation to others.
- Demonstrated leadership and decision-making skills and excellent group and interpersonal community skills.
- Ability to work with people from diverse backgrounds.

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