



Girl Scouts of the Chesapeake Bay Council, Inc.

Service Unit Manager

Position Description

- Position:** Service Unit Manager
- Mission Statement:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place
- Purpose:** To develop volunteers and program resources in an assigned geographic Service Unit in order to organize and maintain Girl Scouting
- Responsible To:** Appointed by and responsible to the Community Development Manager
- Term of Appointment:** One Year
- Requirements:**
  - Membership in GSCBC, Inc.
  - Complete educational sessions as required for the position
  - Complete volunteer application or renewal application annually
  - Knowledge of or willingness to learn about the Girl Scout Program
  - Ability to recruit and direct qualified adult volunteers representing the diversity of the total community
  - Ability or skills that will further enhance the delivery of the Girl Scout Program
  - Successfully complete the online background check
  - Interact with all people in a positive manner

Principle Duties:

- In consultation with the Community Development Manager, assess the needs of the girls and develop a plan of work within the framework of the Council's goals and objectives
- Analyze the needs of the Service Team and see that they receive orientation, educational sessions for the position, support services, and recognition for their contribution
- Organize, direct, coordinate, and delegate the work of the Service Unit
- Provide or encourage a welcoming and inclusive environment for all Service Unit meeting and activities
- Manage Leader and Service Team meetings
- Participate in effective problem solving
- Maintain confidentiality when dealing with sensitive issues
- Recruit, orient, appoint, and release volunteers
- Maintain and submit reports as required
- Ensure that program opportunities are available to all girls in the Service Unit
- Provide support for Council fund development including United Way, United Fund, and Family Partnership
- Promote and interpret girl planning, goal setting and participation in Fall Product and Cookie Programs
- Ensure publicity for Girl Scouting and promote Girl Scouting in the community
- Invite Girl Scouts of the Chesapeake Bay Council, Inc., Board members, Task Group members, Advisory Council members, Council Staff members, and Community Leaders to appropriate Service Unit activities
- Provide support for regional and Council projects and events
- Attend Council meetings as appropriate
- Participate in roundtable discussions/enhancement workshops relating to the position
- Diversity: contribute toward the effectiveness of Council Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all plans reach out to all racial/ethnic/diverse groups and provide equal access
- Acquire working knowledge and understanding of affirmative action; exhibit a non-discriminatory attitude in all internal and external working relationships

**Note: The Council recommends that a Service Team member, excluding the Service Unit Auditor, should be a signer on the Troop bank account.**

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

