

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 Membership, Volunteerism and Program Department
Term of Appointment:	One Year
Requirements:	<ul style="list-style-type: none"> • Membership in GSUSA • 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 • Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- In consultation with the Membership, Volunteerism and Program Department assess the needs of the girls and develop a plan of work within the framework of the GSCB'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 Volunteer 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 GSCB Fund Development, United Ways/Fund and Family Partnership
- Promote and interpret girl planning, goal setting and participation in Fall Product Sales and Cookie Programs
- Ensure publicity for Girl Scouting and promote Girl Scouting in the community
- Invite Girl Scouts of the Chesapeake Bay, Board members, Task Group members, Advisory GSCB members, GSCB Staff members and Community Leaders to appropriate Service Unit activities
- Provide support for regional and GSCB projects and events
- Attend GSCB meetings as appropriate
- Participate in roundtable discussions/enhancement workshops relating to the position
- Diversity: contribute toward the effectiveness of GSCB 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 GSCB 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: _____