
SERVICE UNIT MANAGER

Volunteer Position

PURPOSE: To develop and maintain quality Girl Scouting in the geographic service unit.

RESPONSIBLE TO: Assigned membership director

APPOINTMENT: Appointments are made for two year terms, not to exceed three consecutive terms

RESPONSIBILITIES:

- Call and preside at meetings of the service team
- Call and preside at meetings of the service unit at least four times annually
- Annually recruit, select, appoint, and place qualified troop service coordinators and registrars
- Appoint volunteers to short term jobs as needed: e.g. cookie chair, day/twilight camp chair and committee, service unit events chair, fall product sales chair, etc.
- Gather requested information when necessary and distribute information to troops
- Inform service unit personnel of local and national policies, standards, and principles and see that they are adhered to
- Supervise the planning of the service unit events and service projects in partnership with girls
- Cooperate with other community organizations and agencies as appropriate
- Keep training records of service team
- Attend service unit manager meetings and be an active communicator taking information to and from the service unit to the executive director, submitting written reports as requested
- Carry out specific responsibilities delegated to the service unit:
 - training, girl events, and council camping opportunities
 - cooperation with other service units
 - support the fund development efforts of the council

QUALIFICATIONS:

- Subscribe to Girl Scout philosophy and register as an active member of Girl Scouts of the USA
- Have the time and willingness to carry out the responsibilities
- Have the time and willingness to take training appropriate to this position
- Have the ability to work with adults in the organization and in the community