Volunteer Position Description: Service Unit Manager

Purpose of this Position: To lead, engage, and support volunteers within an assigned Service Unit and support the attainment of Service Unit goals.

Term of Appointment: Appointed for one year. Eligible for reappointment annually.

Supervised By: Troop Support Specialist

SPECIFIC RESPONSIBILITIES:

Be a Mentor
- Maintain a close relationship with volunteers and staff within the assigned area.
- Welcome all new Troop Leaders to the Service Unit within 2 weeks of joining.
- Conduct regular outreach to Troop Leaders in the Service Unit.
- Connect volunteers to resources that enhance their knowledge of their role.
- Address Troop Leader inquiries via phone, email, and social media.
- Assist volunteers using Volunteer Toolkit, or recruit a Service Unit Volunteer Toolkit Champion for this purpose.

Be a Facilitator
- Schedule and facilitate regular Service Unit meetings that are fun, interactive, and leader-led.
- Facilitate delegate elections in the assigned area every fall.
- Serve as an administrator on any Girl Scout social media pages for or including the assigned area.
- Work with Troop Support Specialist to follow up with and assist lapsed troops with registration.
- Review waiting list for Service Unit on a monthly basis and invite girls to local event or community event while waiting for troop placement.

Be a Leader
- Build and oversee a Service Unit team to encourage volunteer engagement within the Service Unit.
- Work with volunteers to support Service Unit goals.
- Participate and promote adult learning opportunities to build and update skills and knowledge.
- Encourage participation in council Product Programs, fundraising campaigns, events, camps, and surveys conducted by council.
- Work with the Community team to create a year-long plan to engage girls and volunteers and to support Service Unit goals.

REQUIREMENTS:
- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to the Service Unit Manager position.
- Have no debt owed to GSSEM or its troops/groups.
- Energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.