



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.
- Support leaders' use of virtual tools to host online activities when girls are unable to meet in person.

Be a Facilitator

- Schedule and facilitate regular in-person and/or virtual 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.
- Promote renewal campaigns and assist Troop Support with lapsed members as needed.

Be a Leader

- Build and oversee a service unit team to encourage volunteer engagement within the service unit.
- Build a Service Unit Team to support service unit goals including:
 - A Welcome Champion to welcome and support new volunteers
 - A Volunteer Toolkit Champion to support Volunteer Toolkit adoption and use
 - A Communications Liaison to oversee service unit social media communications
- 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 Service Unit and Community Teams 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.

AGREEMENT:

I understand that this position is voluntary and that no payment is provided for this service. I also understand that, by not fulfilling the responsibilities or meeting the requirements of this position, I may be released from this volunteer role.