



Girl Scouts of Southeastern Michigan

Administrative Volunteer Positions

Service Unit Level

NAME OF POSITION	APPOINTED BY/ TERM/ TRAINING	POSITION DESCRIPTION	RESOURCES/ FORMS USED
Service Unit Manager	Appointed for one year by Troop Support Specialist. Eligible for reappointment annually. One webinar training and three Lead & Learns per year”	Maintains a close relationship with volunteers and staff within the assigned area; Conducts regular outreach to Troop Leaders in the Service Unit; Connects volunteers to resources that enhance their knowledge of their role; Schedules and facilitates regular Service Unit meetings that are fun, interactive, and leader-led; Facilitates delegate elections in the assigned area every fall; Works with Troop Support Specialist to follow up with and assist lapsed troops with registration; Build and oversee a Service Unit team to encourage volunteer engagement within the Service Unit; Work with the Community team to create a year-long plan to engage girls and volunteers and to support Service Unit goals.	Volunteer Essentials, Administrative Volunteer Newsletter, Safety Activity Checkpoints
Service Unit Communication Liaison	Appointed for one year by Troop Support Specialist. Eligible for reappointment annually. One webinar training	Provides communication to volunteers in designated Service Unit; Assists Service Unit Manager with meeting reminders and notifications; Regularly posts updates on events, meetings, etc. on Service Unit social media; Engages with GSSEM’s social media and shares content on Service Unit social media; Maintains current knowledge of the GSSEM Social Media and Email Policies and Guidelines.	GSSEM website, Facebook, Instagram, Twitter
Welcome Champion	Appointed for one year by Service Unit Manager or Troop Support Specialist. Eligible for reappointment annually. One webinar training	Provides support to new Troop Leaders/Co-Leaders during their first year of service; Contacts new Troop Leaders/Co-Leaders within one week of their parent meeting; Attends and/or assists in the planning of the Troop’s first meeting; Provides suggestions/examples of age-appropriate activities pertaining to the Girl Scout Leadership Experience; Responds to phone calls/emails from new Troop Leaders/Co-Leaders in a timely manner, or notifies Troop Support Specialist if unable to respond; Follows up with new Troop Leader/Co-Leader at least quarterly during their first year of service.	GSSEM Foundations training, Leader’s Guide to Success, Volunteer Essentials, Volunteer Toolkit
Girl Scout School Liaison	Appointed for one year by Recruitment Specialist. Eligible for reappointment annually. One webinar training	Supports girls and adults in joining GSSEM within a school, or organization; Represents Girl Scouts within their school (or other community) by encouraging new membership and supporting existing members; Regularly attends school events to provide a Girl Scout presence and promote when appropriate; Answers school staff and families’ questions regarding Girl Scouts and troops at the school; Identifies grade-level gaps and open troops at the school and reports them to the Recruitment Specialist; Encourages families to become involved in Girl Scouting by connecting them to appropriate troops or requesting recruitment efforts to fill age level gaps; Encourages qualified adults to serve as Troop Volunteers to enable girls to participate; Assists Recruitment Specialists with Family Information Meetings and school-wide recruitment.	Recruitment Flyers, GSSEM website
Volunteer Toolkit Champion	Appointed for one year by Troop Support Specialist. Eligible for reappointment annually. VTK Demo Training	Serves as a resource to Troop Leaders in assigned area on the use of the Volunteer Toolkit; Assists Troop Leaders with troubleshooting Volunteer Toolkit issues; Promotes the use of Volunteer Toolkit at Service Unit meetings; Delivers Volunteer Toolkit demonstrations at Service Unit meetings and one-on-one meetings with Troop Leaders; Maintains a current knowledge of the content and features of the Volunteer Toolkit.	Volunteer Toolkit