

JOB DESCRIPTION

TITLE: Service Unit Manager

PURPOSE: The service unit manager is the key volunteer representative for Girl Scout operations in a service unit. She/he gives leadership to retain and extend membership as it relates to council membership/diversity goals and objectives, and provide program support. The service unit manager is appointed by the field director.

ACCOUNTABILITIES:

1. Work with the field director to design the leader support and council service structure needed for the service unit.
2. With the field director and service team develops the service unit objectives and an activity plan and calendar that will contribute to accomplishing the council goals and objectives.
3. Recruit, appoint and release the service team in consultation with the field director.
4. With the service team, recruits, appoints, releases, and provides ongoing support to the leaders.
5. Works with the service team to identify sponsors for the troops/groups.
6. Helps establish effective communications with the membership and general public.
7. Plans and conducts service team and leader meetings.
8. Represents the council in explaining, maintaining and promoting council and national Girl Scout policies, standards and procedures.
9. Reviews and updates community profiles, as needed.
10. Represents the council and service unit in community contacts and collaboration.
11. Facilitates council fundraising on local level.
12. With the field director sees that each operational volunteer is provided the opportunity for regular review and evaluation (self-appraisals).

QUALIFICATIONS:

1. Current adult membership in Girl Scouts
2. Administrative, organization and delegation skills
3. Invest time needed for training skills and doing the job
4. Effectively communicate the mission of the organization.
5. Gains support from others and generate enthusiasm
6. Effectively relate to, and communicate with girls and adults with diverse backgrounds
7. Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious and socio-economic group