



Girl Scouts of Southeastern New England

Service Unit Manager

TITLE: Service Unit Manager

DESCRIPTION: 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 provides program support. The Service Unit Manager is appointed by the Senior Director of Volunteer Management in conjunction with the Membership Specialist.

RESPONSIBILITIES:

- Works with the Membership Specialist to design the leader support and service team structure needed for the Service Unit.
- With the Membership Specialist and Service Team develops the Service Unit objectives and an activity plan and calendar that will contribute to accomplishing the council goals and objectives.
- Recruits, appoints and releases the service team in consultation with the Membership Specialist.
- With the service team, recruits, appoints, releases, and provides ongoing support to the leaders.
- Helps establish effective communications with the membership and general public.
- Plans and conducts Service Team and leader meetings.
- Represents the Council in explaining, maintaining and promoting Council and National Girl Scout policies, standards and procedures.
- Represents the Council and Service Unit in community contacts and collaborations.
- Facilitates Council fundraising on a local level.
- With the Membership Specialist sees that each operational volunteer is provided the opportunity for regular review, evaluation (self-appraisals) and recognition.

QUALIFICATIONS:

- Current adult membership within Girl Scouts of Southeastern New England.
- Administrative, organization and delegation skills.
- Invests time needed for training skills and doing the job.
- Effectively communicates the mission of the organization.
- Gains support from others and generates enthusiasm.
- Affirms that the Girl Scout Movement actively seeks members of every racial, ethnic, religious and socio-economic group.
- Effectively relates to and communicates with girls and adults with diverse backgrounds.