



Girl Scouts.

Service Unit Manager Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

PURPOSE OF POSITION:

To provide the leadership and management of an assigned geographic area ensuring the extension and retention of girl and adult membership and ensure the delivery of the Girl Scout program.

QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio.
- Be willing to complete a background check.
- Be willing to take initial and ongoing training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Demonstrate willingness to maintain a cooperative working relationship with paid staff members, service unit team members, and troop leaders.
- Have ability to analyze, organize, plan, advise, and delegate.
- Have ability to recruit and direct the work of volunteers, while supporting and motivating them.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Management of Service Team:**
 - Provide leadership to service team, including scheduling meetings and/or other communication to review plans & issues of the service unit.
 - Involve service team members in development and assessment of service unit service delivery plans.
 - Identify and support development of potential service team members, including recruiter, registrar, training liaison, and program consultant.
- **Volunteer Program Management:**
 - Communicate and implement volunteer application and placement processes for leaders and other designated service unit positions.
 - Appoint and reappoint leaders based on their fulfillment of position requirements.
 - Coach, motivate, and recognize service unit volunteers.
- **Facilitate Communication:**
 - Within the service unit, among leaders, service team, and parents/guardians.
 - With service delivery staff, for support needed by the service unit or leaders.
 - With the community-at-large, regarding the value of the Girl Scout program.
- **Provide leadership to Service Unit:**
 - Provide regular meetings/opportunities for leaders & service unit volunteers to network and exchange information.
 - Provide leadership to the annual giving campaign.
 - Ensure the Girl Scout mission, program goals, and diversity visions are reflected in the service unit communication and activities.

TERM OF APPOINTMENT: One (1) year, including option for reappointment after annual performance evaluation. Time commitment is ongoing.

APPOINTED AND MANAGED BY: Field Team Manager

SUPPORTED BY: Field Team Manager, Field Team Specialist, Service Team, and other paid staff