



Girl Scouts®



Service Unit Financial Consultant 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 management of service unit financial records and distribution of funds related to the service unit. May also provide leaders with financial assistance to applications, troop budgeting, and troop finance reports.

QUALIFICATIONS:

- 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 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.
- Have basic mathematical skills.
- Be dependable, honest, and trustworthy.
- Be comfortable training groups and individuals and managing the work of others.
- Be willing to use discretion in all confidential matters.
- Be detailed-orientated and organized with willingness and ability to meet deadlines.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Maintain service unit financial records** and bank account(s), and distribute funds within the service unit.
- **Complete and submit the service unit financial report.**
- **Collect troop** financial reports.
- **Explain** banking procedures.
- **Interpret procedures** for troop money earning.
- **Interpret financial assistance** requirements and assist with application, if necessary.
- **Assist troop leaders** with developing and exploring possible solutions for financial needs.
- **Provide troop leaders** with insurance forms, optional plans, troop financial report forms, and other forms as needed relating to troop finances.

TERM OF APPOINTMENT:

One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position.

APPOINTED AND MANAGED BY: Service Unit Manager

SUPPORTED BY: Service Unit Manager, Service Team, and paid staff