



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

SERVICE UNIT MANAGER

Appointed by and Accountable to:

Membership and Marketing Manager

Term:

Two Years

Purpose:

- To develop a method of communication and action to ensure quality Girl Scouting in a specific geographical area
- To be knowledgeable of the community, its organization, and scheduled events, creating positive public relations through Girl Scout involvement
- To provide information and guidance to all adults having Girl Scout involvement

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Demonstrates effective management, human resources, and communication skills
- Has the ability to delegate, be flexible, and meet deadlines

Duties and Responsibilities:

- Takes initial and on-going training necessary to execute the duties of the position
- Manages the Service Team:
 - Determines and appoints the positions needed in the service unit to form an effective team
 - Recruits qualified adults with the skills needed to be a part of the team
 - Provides members with position descriptions
 - Arranges for adult volunteers to receive Orientation training when required for the position
 - Ensures that members have access to the tools needed to perform effectively
 - Coordinates and evaluates work among the members
 - Plans and conducts regular meetings for leaders and other adult volunteers, keeping Service Unit well informed on all GSOFACT policies, procedures, programs, events, and Service Unit activities
 - Receives on-going reports from Registrar and Organizers as to the status of Troop/Group organization and individually registered members
 - Discharges Service Unit adult volunteers if a situation warrants it by following written procedures
 - Ensures that volunteers and Service Team members understand and complete necessary forms in compliance with Council policies and procedures
- Works with the Membership and Marketing Manager to develop a Service Unit plan of work in support of the Council's Goals and Objective
- Evaluates the Service Unit's performance in representing Girl Scout interests
- Acts as liaison with the community in representing Girl Scout interests
- Assists with the development of innovative delivery systems of Girl Program
- Motivates, recognizes, and evaluates volunteers
- Attends appropriate Council meetings and other events

- Participates in performance evaluation with Membership and Marketing Manager