



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER POSITION DESCRIPTION
FOR SERVICE UNIT MANAGER



Girl Scouts.

ROLE:

- Manage the activities of the volunteers within the service unit (SU) and give guidance to the troop leaders/advisors within the philosophy and framework of the Girl Scout program
- Recruit and manage a SU team to help carry out the functions of the SU as indicated under duties and responsibilities

DUTIES AND RESPONSIBILITIES:

1. Interpret GSUSA and GSCNC policies, implement standards and procedures, and promote Council goals
2. Manage the SU by implementing procedures and establishing goals for the SU in conjunction with the SU team and field director
3. Delegate appropriate tasks to other SU team members while maintaining the overall responsibility for the operation of the SU and keeping abreast of all SU activities
4. Using the appointment process, appoint and release (when necessary) troop leaders/advisors and other SU team members
5. Attend the Service Unit Manager (SUM) Kick-Off (held annually in August), in addition to a monthly SUM meeting (area and cluster meetings)
6. Convene and preside over regularly scheduled SU team meetings
7. Convene and preside over the regularly scheduled SU meetings to provide information and materials from GSCNC and other appropriate sources. Workshops and roundtables may be used to train and share information and experiences
8. Provide or direct volunteers where to find GSCNC forms and resources
9. Grant permission for troop activities as stated in Council Policies and Standards and as indicated in Green Pages
10. Help resolve intra-troop conflicts with the assistance of mentors, other SU team members, and the field director as needed. Keep the field director informed when a conflict arises and what steps have been taken to bring resolution
11. Require all troop leaders/advisors to distribute materials for all GSCNC fund development campaigns to ensure that everyone is given the opportunity to participate and assist the appropriate SU team member in resolving product sales debts
12. Submit all paperwork in a timely manner

13. Work with the association chairperson, field director, and SU local press representative to maintain good community relations
14. Attend and encourage active participation in association meetings and events and the GSCNC Annual Meeting
15. Manage the SU team to ensure that all of the following responsibilities are fulfilled in a safe and timely manner:
 - Supervise troop organizers in the recruitment and placement of girls and adults, formation of troops, and in supporting troops. Coordinate with troop organizers to recruit, interview, and select new leadership
 - Direct the SU registrar to maintain a current list of all registered troops and their members and to compile and publish a roster of all troops, leaders/advisors, and SU team members, along with their contact information, to be distributed to the SU
 - Encourage and promote SU-wide activities and inter-troop activities
 - Direct the SU training chair to keep the association training manager (ATM) informed of training needs within the service unit, and encourage members to take appropriate training and additional training as needed. Keep a record of training taken by volunteers and update records on a regular basis
 - Direct troop mentors to encourage and guide adults in program planning based on the Program Emphases, Girl/Adult partnership, and service to community at and beyond the troop level
 - Assure all SU team paperwork is submitted in a timely manner

QUALIFICATIONS:

1. Register as an adult member of the Girl Scouts of the United States of America
2. Complete the Volunteer Position Application process
3. Accept and adhere to the purpose and principles of Girl Scouting
4. Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner
5. Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement
6. Complete required training
7. Owe no outstanding debts to the council
8. Demonstrate an ability to manage, motivate, persuade, recruit, and retain adult and girl membership
9. Possess the following management and supervisory skills – well organized, positive attitude, enjoy working with people, able to handle difficult people, able to multi-task, assertiveness, good listener and communicator who is open to judging situations and people, hearing both sides and making fair decisions

10. Derive motivation from the ability to serve and to make decisions

METHOD OF SELECTION:

- Selected and appointed by the field director

ACCOUNTABILITY:

- Accountable to the field director and area manager

TERM OF POSITION:

- Appointed annually, for a maximum of six (6) years