



Girl Scouts.

Girl Scouts of the Jersey Shore

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Assistant Service Unit Manager
<u>ACCOUNTABILITY:</u>	Service Unit Manager
<u>TERM:</u>	One Year
<u>PURPOSE:</u>	To assist the Service Unit Manager in guiding, organizing and encouraging adult volunteers within an assigned area to further the development of the Girl Scout Program.

RESPONSIBILITIES:

1. Attends training for the position.
2. Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards and procedures.
3. Assists service unit manager with all duties when needed.
4. Acts as a Girl Scout ambassador.
5. Develops and monitors the Service Unit goals, objectives and program calendar with the service team.
6. Attends service unit and service team meetings. Conducts and oversees all meetings in the absence of Service Unit Manager.
7. Accepts other duties as assigned by the Service Unit Manager

QUALIFICATIONS:

1. Is a registered member of GSUSA.
2. Is an open-minded, flexible and enthusiastic individual who demonstrates the ability to present and promote Girl Scouting in a positive manner.
3. Has the ability to develop working relationships with other volunteers while maintaining objectivity and confidentiality standards.
4. Should reside in service unit geographic area and have service team or troop/group leadership experience.