



GIRL SCOUTS®

Girl Scouts of the Jersey Shore

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Service Unit Manager
<u>ACCOUNTABILITY:</u>	Membership Director
<u>TERM:</u>	Appointed by the Membership Director with approval of the Chief Executive Officer or designee for a two year term beginning June 15 th . Service Unit Managers shall serve no more than two consecutive terms.
<u>PURPOSE:</u>	To guide, organize and encourage 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. Ensures a Girl Scout presence in all schools with service team leadership.
4. Acts as Girl Scout ambassador.
5. Establishes, appoints, re-appoints, and evaluates service team.
6. Monitors Service Unit membership, programs, finances and fund-raising projects.
7. Provides ongoing support and assistance to service unit volunteers (i.e. problem solving/conflict resolution).
8. Develops and monitors the Service Unit goals, objectives and program calendar with the service team:
9. Plans and presides at least four Service Unit and four team meetings per year.
10. Attends Service Unit Manager meetings and shares information with service unit.
11. Recruits Assistant Service Unit Manager.
12. Grooms perspective candidates for future leadership.

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.