

**Girl Scouts of Central & Southern NJ  
Position Description**

**Service Unit Manager  
For**

\_\_\_\_\_ **Service Unit**  
(Service Unit name)

**GENERAL DESCRIPTION:** Work in partnership with Leadership Development Specialist to manage the effective delivery and extension of the Girl Scout program in assigned service unit, while promoting a high profile, positive image.

**APPOINTED BY:** GSCSNJ Leadership Development Specialist

**TERM OF APPOINTMENT:** One year; may be reappointed based on performance

**RESPONSIBILITIES:**

- Registers as a member of GSUSA
- Completes all required training for position
- Recruits, appoints and reviews Service Unit service team members and troop leaders
- Receives, reviews and distributes information to the Service Unit
- Organizes and leads monthly Service Unit meetings
- Supports Council Goals and Objectives, Policies and Procedures

**DIRECTLY SUPPORTED BY:** GSCSNJ Leadership Development Specialist and Service Team

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**POSITION AGREEMENT**

The responsibilities of this position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the \_\_\_\_\_ Girl Scout year. I understand that I will receive an appointment letter to confirm my acceptance of this opportunity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION:**

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_