

Position Description Service Unit Data Manager

Title: Service Unit Data Manager

Appointed by: Service Unit Manager(s) and the Membership Specialist

Appointed by: Service Unit Manager

Reports To: Service Unit Manager, Service Unit Team

Term of Appointment: The Service Unit Data Manager is appointed for a one year term that is renewable upon completion of evaluation process. This position requires an average of 8 hours a month.

Job Summary: Assist troops/groups and individual members in the Service Unit with maintaining accurate rosters. Assures all Troops are aware of process to register early or disband. Promote and encourage early and on-line registrations.

Support: The Service Unit Data Manager receives support, guidance, and encouragement from the Service Unit Manager, Service Unit Team, and Council staff. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal integrity
- Adaptability
- Oral and written communication - *express ideas and facts clearly and accurately*
- Experience in community organizing and demonstrated team building abilities
- Foster diversity –willingness to work with diverse groups and cultures in a positive manner
- Computer skills – *access to email and the Internet*
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines and objectives
- Owe no outstanding debts to GSCSNJ
- Willingness to learn, use, and explain the online registration system
- Attend Service Unit meetings

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Responsibilities:

- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central & Southern NJ (GSCSNJ) and Girl Scouts of the USA (GSUSA)
- Review Service Unit Roster for accuracy through LOOKER
- Follow up with members (girl and adult) who have not completed registration (new and returning) and notify Customer Care about members not returning so that it can be noted on their record
- Submit member information changes such as contact information, school & grade changes, troop transfers, additions, removals, and volunteer position changes, or not returning as members to Customer Care
- Serve as liaison to Customer Care to follow up with registration issues, questions, or technical support for troop leaders and volunteers
- Advise SU Team on the status of registrations including problems and concerns
- Request new troop numbers for new troops and disseminate to Leader and SU Team
- Conduct follow up with troops regarding re-registering versus disbanding.
- Receive Troop Disbanding forms
- Notify the Service Unit Manager, or person in charge of the 'Placement Pending' and 'Awaiting New Troop' lists, of members of disbanding troops wishing to continue in a troop or as a Juliette
- Forward Troop Disbanding form to Service Unit Treasurer to close bank account
- Assist Service Unit Manager with follow-up on adults due for background checks
- Promote Early Renewal and On Time Registration.
- Participate as a member of the Service Unit Team and attend monthly Service Unit meetings

Position Agreement

The responsibilities of the Service Unit Data Manager position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the _____ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>