

## Position Description Service Unit Manager

**Title:** Service Unit Manager

**Appointed by:** Membership Specialist

**Reports to:** Membership Specialist

**Term of Appointment:** The Service Unit Manager is appointed by the Volunteer Support Manager and Specialist for an appointed 3-year term with annual evaluations and confirmation. This position requires an average of 9-12 hours a month.

**Job Summary:** The Service Unit Manager is accountable to the Membership Specialist for growing and managing Girl Scouting in the Service Unit. The Service Unit Manager is responsible for ensuring that girls and volunteers receive the support and programming they need.

**Support:** The Service Unit Manager receives direct support and guidance from Council staff along with access to relevant learning opportunities and materials.

### Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete Background Check
- Complete Interview with Membership Specialist
- 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*
- Foster diversity-willingness to work with diverse groups and cultures in a positive manner
- Leadership and teambuilding skills
- Computer skills – *access to email and the Internet*
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines
- Owe no outstanding debts to GSCSNJ
- Able to abide by all due dates set by Council (including payments, reports, etc.)

## **Position Description Service Unit Manager**

### **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)
- Attends (or has a representative attend) Service Unit Manager Monthly Meetings and distribute Council information to the Service Unit
- With Membership Specialist recruit, appoint, and evaluate for re-appointment all Service Unit team members and Troop Leaders
- Use the Service Unit Planning Guide to create annual plan of work and budget for the Service Unit
- Utilize the Service Unit Blueprint book
- Create a succession plan with Membership Specialist for the SUM and SU Team positions
- Hold Service Unit Team and Leader Meetings regularly
- Ensure all Service Unit Team members and Leaders sign and submit their annual position agreement
- Share Service Unit meeting schedule and agenda (or plan for communicating information if not meeting monthly), minutes, and team roster with Service Unit Support Specialist through email or hard copy
- Plan Service Unit recruitments with team to meet Service Unit goals
- New volunteers are scheduled for Service Unit Introduction within 2 weeks of approval
- Oversee and support all girl and adult members in Service Unit with the Service Unit Team
- Ensure troops in Service Unit are part of the Council Opportunity Catalog
- Actively encourage troops in Service Unit to utilize the Volunteer Toolkit
- Build community partnerships and promote the Girl Scout mission
- Reply to requests by deadline

### **Position Agreement**

The responsibilities of the Service Unit 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>