

# POSITION DESCRIPTION

**POSITION TITLE:** Service Unit Manager

**APPOINTED BY & ACCOUNTABLE TO:** Membership Specialist

**TERM:** One year (July 1 - June 30); reviewed annually; may be re-appointed

**PURPOSE:** In collaboration with assigned staff, ensure the extension and retention of membership in the assigned area.

## RESPONSIBILITIES:

1. Establish service unit plan of work based on analysis of population data, council goals, and the council's diversity plan.
2. Organize a working service team to carry out a plan of work:
  - a. Determine the service team's personnel needs based on goals and plan of work.
  - b. Recruit and appoint qualified team members; ensure that interviews, volunteer application, position description, and references are completed for each team member.
  - c. Ensure that all team members receive orientation and training for their positions; conduct annual accomplishment reviews.
3. Maintain a working service team:
  - a. Plan agendas for team meetings with assigned staff.
  - b. Meet with service unit team members on a regular basis to coordinate the work of the service team.
  - c. Implement and evaluate the plan of work with team members, based on analysis of current membership, goals for membership retention and extension, and troop organization practices.
4. Ensure that interview, volunteer application, volunteer agreement, and position description are completed for each new volunteer.
5. Plan and direct the delivery of services and information to adults working directly with girls:
  - a. Receive council information and materials from assigned staff and ensure that it is distributed to all concerned.
  - b. With the assigned staff and service team members, develop agendas for service unit meetings.
  - c. Assign responsibilities to service team members and others to assist with service unit meetings.
  - d. Lead service unit meetings.
  - e. Ensure policies are adhered to and facilitate paperwork related to policies and procedures.
6. Submit written reports as requested.

## DELEGATION OF RESPONSIBILITIES:

The service unit manager may delegate any of the above, but retains full accountability for fulfilling each of those responsibilities.

## QUALIFICATIONS:

1. Subscribe and adhere to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement and becomes a registered member of GSUSA within the service unit's jurisdiction.
2. Is willing and has the availability to take training.
3. Demonstrates a commitment to membership growth and retention and to council fund development and visibility.
4. Demonstrates a commitment to diversity.
5. Demonstrates and promotes courtesy and respect towards girls, parents, volunteers, staff and others.
6. Have administrative and organizational skills and the ability to accomplish work through the cooperative efforts of a diverse team.
7. Knowledge and willingness to learn about Girl Scout program.
8. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.
9. Willingness to register as a member of Girl Scouts of the USA.

## NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it.

**I accept the position responsibilities and understand that I will receive a position review annually.**

\_\_\_\_\_  
Volunteer name (print)

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Supervisor name (print)

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Volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

