

Volunteer Position Description

Position: Service Unit Manager

Accountable to: Membership Campaign Manager (MCM)

Term: No less than one year and no more than three years, with annual appointment by MCM

Summary: Serves as the voice of Girl Scouts of Central Indiana at the local community level, promoting a quality Girl Scout experience for girls, caregivers, and volunteers. In conjunction with staff, is responsible for managing the activities of volunteers and girls within the service unit, giving guidance to the service team and troop leaders.

Accountabilities in conjunction with membership campaign manager:

- Attend annual council training and monthly council updates (live or recorded)
- Opt-in to emails from GSUSA and Girl Scouts of Central Indiana
- Create an inclusive, welcoming environment to all girls and adults all year
- Oversee service team and service unit meetings
- Work collaboratively with GSCI staff to help meet council goals of increasing membership and presence in community
- Recruit and appoint volunteers for service team positions and provide them constructive feedback
- Create or use provided agendas for service unit and service team meetings
- Ensure service unit programming includes components of the four program pillars - STEM, Life Skills, Outdoors, and Entrepreneurship – and promotes the Girl Scout Leadership Experience
- Work with council staff to review data concerning existing troops and girl potential to develop effective recruitment and retention strategies and goals for year-round membership growth
- Encourage and promote use of Volunteer Toolkit and gsLearn
- Be familiar with GSUSA and GSCI policies and procedures ensuring they are maintained in all troops
- Promote participation in the Girl Scout Cookie Program and Fall Product Program, adult and girl trainings, and council sponsored activities
- Seek to include girls who are individually registered members or waiting to join Girl Scout troops
- Serve as a County Representative if the service unit does not have representation

Requirements

- Be a registered volunteer of GSUSA
- Understand and promote the principles of the Girl Scout Leadership Experience, the various ways girls participate, and abide by the Girl Scout Promise and Law
- Convey enthusiasm for Girl Scouting, support GSCI and GSUSA's initiatives, goals, and council staff
- Have time to perform principal duties effectively
- Work collaboratively and positively with other adult volunteers
- Possess skills to plan, organize, manage, listen and delegate

Evaluation

Evaluated and reappointed annually by membership campaign manager