



Responsibilities of Service Team Members

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

The service team is the primary support for the service unit. A solid support system and shared responsibilities make any service unit function more smoothly - and make the service unit manager's position easier! The following are mini-position descriptions for members of a service team. Complete position descriptions are available through your membership director. "Position Sharing" is an option for some of these positions.

Service Unit Manager

- guides and directs the delivery of Girl Scout program in the unit. (#925)

Troop Organizer(s)

- assists in recruiting new leaders and girls, helps prepare a membership plan for the service unit manager, coordinates the formation of troops within the service unit, maintains lists of girls wishing placement in troops. (#930)

Registrar

- works with the organizer and troop leaders to register girls and adults within the service unit, keeps registration records up-to-date; reviews registration packets before submitting them to council. (#927)

Consultant/Orientation Specialist(s)

- provides leader orientation, encourages training. (#929)

Recognitions Manager

- ensures public acknowledgment of outstanding service unit volunteers. (#926)

Product Sales Managers (Fall Sales Program or Cookie)

- coordinate product sales in the service unit. (#935)

Community Relations Representative

- assists in the promotion of Girl Scouting within the service unit and the community. (#938)

Program Aide Coordinator

- coordinates the placement of girls who have completed program aide training into service opportunities at the troop or service unit level. (#996)

Treasurer

- responsible for service unit financial records and reports, assists leaders with banking matters. (#942)

Secretary

- prepares agendas, prepares *Scout About* inserts, handles correspondence, prepares written accounts/reports as requested by the service unit manager.

Special Events Chair

- handles and coordinates special event information, including distribution, collection, and scheduling of any information pertinent to event, may require advance planning or training.

Skills Specialist

- shares knowledge of specialized skill with other adults and/or girls within the service unit, or beyond (examples: crafts, songs, games, camping).



Volunteer Opportunities in Girl Scouting

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HERE'S HOW YOU CAN HELP

With each position you will get a description of your position, in-service training, on-going supervision, and staff support. You will also develop personal skills, experience satisfaction, and make many new friends.

IF YOU LIKE TO:

- v Interact with children
- v Plan and carry out activities
- v Work as part of a team
- v Work with children in groups

THEN YOU MIGHT APPLY TO BECOME A:

- v Troop leader
- v Assistant leader
- v Troop camp certified adult
- v *Special event chair

IF YOU ARE GOOD AT:

- v Following through on detail
- v Keeping records, completing reports
- v Making telephone contacts
- v Keeping financial records

THEN YOU MIGHT CONSIDER APPLYING TO BE:

- v *Product sales manager
- v *Service unit registrar
- v *Service unit secretary
- v *Service unit treasurer
- v *Service unit recognitions

IF YOU CAN:

- v Analyze information
- v Set directions and priorities
- v Evaluate progress
- v Conduct effective meetings

THEN YOU MIGHT CONSIDER A POSITION AS A:

- v *Service unit manager
- v Task force member

IF YOU ARE INTERESTED IN:

- v Helping adults learn and grow
- v Solving problems
- v Finding and linking people to their resources

THEN YOU WOULD BE INTERESTED IN:

- v *Orientation specialist
- v Troop mentor
- v Council trainer

IF YOU ENJOY:

- v Meeting a variety of people
- v Speaking to groups of adults
- v Getting support from others
- v Finding out about your community
- v Writing news articles
- v Developing brochures, flyers, posters
- v Designing or building displays
- v Designing projects or curriculum

THEN PLEASE ASK ABOUT BECOMING A:

- v *Troop organizer
- v *Community relations representative
- v Task force member
- v *Special event chair

IF YOU HAVE A SPECIAL SKILL OR INTEREST TO SHARE, SUCH AS:

- v Music, art, dance, drama, writing, nutrition, fitness, sports, cooking, money management, careers, machines, hiking, camping, ecology, gardening, cultural heritage, travel, customs or safety.

THEN YOU MIGHT SHARE IT AS A:

- v *Skills specialist
- v *Special event chair
- v Council trainer
- v Troop camp certified adult
- v First aider

*Brief descriptions for these positions listed on reverse side.

FOR MORE INFORMATION ABOUT BEING A GIRL SCOUT VOLUNTEER,
PLEASE PHONE 916/452-9181 or 800/322-4475