

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **SERVICE UNIT MANAGER**

OBJECTIVE: Develop and direct the plan for extending Girl Scout membership within the service unit.

ACCOUNTABILITY: Appointed by and accountable to assigned membership director.

RESPONSIBILITIES:

1. Complete training for position within six months of appointment.
2. Ensure that the service unit works to meet the yearly objectives as set by the council board of directors.
3. Recruit and manage the service team.
 - Determine personnel needs.
 - Recruit qualified people reflecting the diversity of the community.
 - Provide service team members with position expectations. Ensure completion of service team training.
 - Review team members' work and progress as they complete activities in the service unit yearly plan of work.
 - Conduct yearly performance review with each service team member.
4. Ensure that service unit personnel follow all health, safety, and program standards and policies.
5. Plan, schedule, and chair service team and service unit leaders' meetings.
6. Prepare and submit reports as requested.
7. Be familiar with community resources and needs.
8. Contribute to the development of a diverse and pluralistic Girl Scout membership.

QUALIFICATIONS:

- At least 18 years of age.
- Is (or is willing to become) a member of Girl Scouts of the USA.
- Able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.
- Possess mature judgment, sense of humor, flexibility, and enthusiasm.
- Experience in working with groups of volunteers.
- Skill in planning, organizing, and delegating.
- Good communication skills; access to a telephone.
- Ability to help adults work together harmoniously.
- Willingness to participate in a yearly performance review.