

## SU Operations Lead

The operations lead oversees the communication and fiscal responsibilities for the service unit. Working with a small group of SU volunteers the operations lead supports the unit's efforts by maintaining product sales programs, service unit finances, and service unit communications. Additionally, cultivates, and maintains relationships with community partners and works collaboratively with other Service Unit Leads and council headquarter staff.

### Responsibilities

- Attend monthly GSHCC Mission Delivery Meetings and annual GSHCC Service Team Summit
- Coordinate Service Unit Tasks and Activities with other Service Team Members
- Participate in an annual evaluation

### Guides Unit members by

- Provides oversight to the product program process
  - Organizing training on the sales process, including strategies, documentation requirements, collection of money, and the importance of enforcing safety protocols.
  - Motivate and encourage leaders, parents, guardians, and Girl Scout members to formulate and achieve their product goals.
- Maintain Service Unit Finances and Property
  - Collaborate with service unit leads to develop the service unit budget.
  - Review and audit service unit team finances and bank reconciliations on monthly basis.
  - Submit Service Unit Financial Reports.
  - Keep records of any materials or assets owned by the service unit.
- Service Unit Communications
  - Maintain Service Unit Rally Page.
  - Coordinate communication to volunteers, members and families in the service unit.

### Marketable Skills

- Leadership and motivational skills
- Problem-solving skills
- Decision-making skills
- Training and mentoring skills
- Conflict Resolution skills
- Account reconciliation
- Public speaking and presentation skills
- Leadership and motivational skills
- Strong communicator
- Budget preparation

### Accountability

- Appointed for the assigned service unit and accountable to essential support team for one year and may be reappointed annually.

### Qualifications

- Must be in good standing with the Girl Scouts Heart of Central California (GSHCC).
- Be available to attend monthly SU and Mission Delivery Meetings.
- Be a currently registered adult member of Girl Scouts of the United States of America (GSUSA), have a current Criminal Background Check on file, has completed Building an Inclusive Sisterhood Trainings and agrees to complete all required SU Lead and Team trainings (gsLearn and in person).
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of Central California (GSHCC).