

## **SERVICE UNIT COORDINATOR - HUMAN RESOURCES**

**PURPOSE OF POSITION:** To provide leadership and management of a Service Unit by organizing volunteers and troops to deliver Girl Scouting throughout the Service Unit.

**TERM:** Appointed by GSOC Troop Support Specialist for one-year term; eligible for reappointment.

**TIME COMMITMENT:** approximately 10-15 hours/month.

**ACCOUNTABLE TO:** Troop Support Specialist.

**SUPPORTED BY:** Troop Support Specialist.

### **RESPONSIBILITIES:**

1. Work in partnership with the Service Unit Coordinator – Planner and the Troop Support Specialist to plan, direct and monitor the delivery of the Girl Scout program throughout the Service Unit.
2. Keep Troop Support Specialist apprised of all issues; assist troop volunteers and Service Unit Team members in problem solving.
3. Lead onboarding process for new troop volunteers.
4. Work in partnership with team to recruit Service Unit Team members and troop volunteers and to annually, implement a succession plan.
5. Orient Service Unit Team members to their position and them on various resources applicable to their position.
6. Monitor that all Troop Leaders and SU Team Members have submitted their Volunteer Agreements annually after October 1<sup>st</sup> and before December 31<sup>st</sup>.
7. Collaborate with the Recognition Coordinator to ensure that volunteers are recognized and thanked.
8. Work with the Data Management Coordinator to monitor Service Unit volunteers by tracking background screening expiration dates, training records, submitted troop financial reports and membership status.
9. In collaboration with the Service Unit Coordinator – Planner, review all troop travel plans; review and approve all Additional Money Earning Projects in accordance to Council guidelines and policies.
10. Encourage and facilitate new and renewing Juliettes participation (including adult volunteers) in Service Unit and Council events.
11. Attend Service Unit Team and Service Unit meetings.
12. Complete Service Unit Manager training within three months of initial appointment.
13. Utilize Online Features. (i.e. MyGS, Looker database, Dropbox Reports).
14. Complete annual Girl Scout membership registration, background screenings (as required), role selection in MyGS and submission of Volunteer Agreement on [www.girlscoutsoc.org](http://www.girlscoutsoc.org) Volunteer tab.
15. Complete all position-related training within three months of appointment.
16. Support and promote Council Product Sales and Fund Development activities in all aspects.
17. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

### **QUALITIES REQUIRED:**

1. **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. **Ability to Foster Diversity:** Understand and embrace differences.
4. **Communication Skills:** Express ideas clearly and concisely.
5. **Model the Girl Scout Promise and Law:** Demonstrate personal integrity, credibility and dependability for girls.
6. **Management Skills:** Lead a community-based team of volunteers. Strong problem solving and communication abilities required.

### **VOLUNTEER AGREEMENT**

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]