

SERVICE UNIT COORDINATOR-PLANNER

PURPOSE OF POSITION: To provide leadership and management of a Service Unit by establishing a clear vision that is consistent with the Girl Scout mission, promise, law and movement goals.

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 – HR and the Troop Support Specialist to plan, direct and monitor the delivery of the Girl Scout program throughout the Service Unit.
2. Determine the Service Unit personnel needs and maintain a working Service Unit Team.
3. Work with Service Unit Team to develop and implement a Plan of Work and Service Unit budget. Share the budget with the Service Unit at Service Unit meetings quarterly.
4. Be a bank signatory on the Service Unit bank account, and any existing Community account. Review and approve large Service Unit event budgets.
5. Develop agendas for and conduct Team and Service Unit meetings.
6. Coordinate the Service Unit's representation at Council meetings, activities and events.
7. Receive Council information through all channels provided and ensure its delivery to appropriate Service Unit members.
8. In collaboration with the Data Management Coordinator, monitor Juliettes membership, individual girl progress, needs, and issues.
9. Utilize Online Features. (i.e. MyGS, Looker database, Dropbox reports)
10. Complete annual Girl Scout membership registration, background screenings (as required), role selection in MyGS and submission of Volunteer Agreement on www.girlscoutsoc.org Volunteer tab.
11. Complete all position-related training within three months of appointment.
12. Support and promote Council Product Sales and Fund Development activities in all aspects.
13. 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.]