SERVICE UNIT DATA MANAGEMENT COORDINATOR

PURPOSE OF POSITION: To oversee all Service Unit membership registration efficiently, effectively and promptly.

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

TIME COMMITMENT: approximately 5-10 hours/month.

ACCOUNTABLE TO: Service Unit Coordinators, Troop Support Specialist.

SUPPORTED BY: Troop Support Specialist.

RESPONSIBILITIES:
1. Attend mandatory Data Management Coordinator training and sign mandatory Non-Disclosure Agreement.
2. Data Integrity: Use Looker database to review Service Unit reports and send any discrepancies to Customer Care department; report combined or disbanded troops to the Troop Support Specialist; report changes to contact information for any member to Customer Care.
3. Report Generation: supply Service Unit Team Members with list of contacts specifically necessary for their team roles after confirming that team member has chosen role in system and has signed their Volunteer Agreement.
4. Data Compilation: Supply Team Members with number of troops not registered, current membership figures, troop composition and with number girls and adult membership as needed.
5. Provide information and support to Service Unit team members and with this information assist the team in setting and achieving Service Unit goals and recruitment goals.
6. Help leaders access forms and reference materials as needed; (i.e. MyGS).
7. Attend Service Unit and Team meetings.
8. Utilize Online Features; (i.e. MyGS, Looker database, Dropbox Training records).
9. 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.
10. Complete all position-related training within three months of appointment.
11. Support and promote Council Product Sales and Fund Development activities in all aspects.
12. 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.
5. Model the Girl Scout Promise and Law: Demonstrate personal integrity, credibility and dependability for girls.
6. Skills Required: Medium to Advanced Excel skills, strong familiarity of MyGS 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.]