

## **SERVICE UNIT OPERATIONS LEAD**

**PURPOSE:** Leads operations-driven initiatives including Entrepreneurship initiatives and prudent financial management.

**TERM:** Appointed by Troop Support Specialist or other GSOC Staff for a one-year term, eligible for reappointment

**TIME COMMITMENT:** Typically 8-10 hours/month; 10-12 hours/month in Oct-Nov and Jan-March.

**ACCOUNTABLE TO:** Troop Support Specialist; Co-Leads Service Unit with Program Lead and Membership Lead

**SUPPORTED BY:** Operations Team (Finance Coord, Fall Product/Cookie Roles) and Troop Support Specialist

### **RESPONSIBILITIES:**

- Contributes to Service Unit goal-setting, annual planning, and budgeting in partnership with Program Lead and Membership Lead.
- Leads and provides support to Operations Team members and serves as point person for responsibilities and initiatives assigned to Operations Team.
- Participates in Service Unit Meetings and Service Unit Team Meetings. Leads Operations Team Meetings.
- Promotes mission-driven culture within Service Unit that exemplifies the Girl Scout Promise and Law; assists Program Lead with conflict resolution as needed.
- Works collaboratively with Operations Team to ensure Entrepreneurship initiatives are successful and Service Unit members and Troops are informed and supported.
- Strategizes with Membership Lead and Program Lead for succession planning; identifying and training emerging leaders to build and sustain a strong Service Unit.
- Represents and advocates for Council initiatives and ensures all Operations Team members are informed and equipped.
- Maintains open communication with Troop Support Specialist, providing regular updates on Operations-related items.
- In collaboration with the Operations Team, reviews and approves all Additional Money Earning Projects in accordance with Council guidelines and policies.
- In collaboration with the Operations Team (and Programs and Membership Teams, as is relevant) oversees large event initiatives.
- Engages in enrichment opportunities such as Field Meetings (typically held in October and April) and Volunteer Conference
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment.

### **QUALITIES REQUIRED:**

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.

- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility, and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.