

## **SERVICE UNIT PROGRAM LEAD**

**PURPOSE:** Leads program-driven initiatives including events, meeting facilitation, volunteer support, communications, and recognitions.

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

**TIME COMMITMENT:** Approximately 8-12 hours/month

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

**SUPPORTED BY:** Program Lead, Program Team (Level Consultants, Recognitions Coordinator), Troop Support Specialist

### **RESPONSIBILITIES:**

- Contributes to Service Unit goal-setting, annual planning, and budgeting in partnership with Operations Lead and Membership Lead.
- Leads and provides support to Program Team members and serves as point person for responsibilities and initiatives assigned to Program Team.
- Sets agendas for Service Unit Meetings in collaboration with Operations Lead and Membership Leads, and attends and facilitates (or designates facilitator for) meetings. Leads Program Team Meetings.
- Provides support and guidance for conflict resolution.
- Strategizes with Operations 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 work with Level Consultants to ensure all Service Unit members are informed and equipped.
- In collaboration with the Level Consultants, monitors Juliette membership, individual girl progress, needs, and issues.
- Serves as bank signatory on the Service Unit bank account, and any existing Community account.
- Review and approve budgets for large Service Unit events.
- Ensures Troop Leaders request and receive Annual Permission Slips for all girls, and oversees management of permission slips for Service Unit events, as needed.
- In collaboration with Program Team, reviews Troop Travel applications.
- Collaborate with Recognition Coordinator to foster a culture of honor by ensuring volunteers are consistently recognized and appreciated formally and informally.
- Engages in enrichment opportunities such as Field Meetings (typically held in October and April) and Volunteer Conference
- Promotes mission-drive culture within Service Unit that exemplifies the Girl Scout Promise and Law.
- 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.