



Service Unit Team Roles

A strong Service Unit is built by volunteers working together to create a supportive, connected, and engaging Girl Scout community.

The Service Unit Team shares the work, plays to each person's strengths, and works across Program, Operations, and Membership to help troops and volunteers thrive.

Click on a position below to learn more about each role.

Program

Responsible for engaging Leaders and ensuring learning needs are met.

Program Lead

Level Consultants

Juliette Coordinator

Recognitions Coordinator

Events Coordinator

Flag Patrol Coordinator

Operations

Responsible for providing and supporting program for troops.

Operations Lead

Finance Coordinator

Cookie Manager

Cookie Booth Coordinator

Delegate

Membership

Responsible for membership goals for recruitment and retention.

Membership Lead

New Leader Liasion

Data Management Coordinator

School Liasion





Program Lead

Your Impact

You help create a Service Unit where girls have meaningful opportunities to explore, learn, lead, and connect. Your leadership helps volunteers feel confident bringing the Girl Scout Program to life and creates experiences that strengthen the Girl Scout community.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- [Annual Volunteer Agreement Submitted](#)
- [Non-Disclosure Agreement Submitted](#)
- Complete 622 Service Unit Lead orientation in gsLearn

Key Responsibilities

- **Set the Direction:** Contribute to Service Unit planning by helping establish goals, priorities, and action plans throughout the year.
- **Work Together:** Collaborate with the Program and Membership Leads and your Membership Engagement Manager to implement Service Unit priorities and address needs throughout the year.
- **Bring People Together:** Plan and facilitate regular, engaging Service Unit Meetings and Team Meetings that keep volunteers connected, informed, and supported.
- **Lead Your Team:** Recruit, coordinate, and support the Operations Team by helping volunteers understand their roles, providing the resources they need, and helping volunteers grow their skills and leadership.
- **Support SU Operations:** Coordinate with your Operations Team to support key Service Unit operations, including troop finances, Cookie Program support, and other administrative needs.
- **Support Troop Banking:** Be an additional layer of support during the troop banking process, including confirming required financial training is complete and providing the necessary banking forms.

What Success Looks Like

- The Program Team is engaged, supported, and growing.
- Girls have welcoming, engaging, and meaningful Girl Scout experiences.
- Volunteers feel supported and confident bringing the Girl Scout Program to life.
- Volunteers know where to find the program resources and tools they need.
- The Service Unit offers a variety of program opportunities that build community and connection.

Skills and Strengths

- Familiarity with the Girl Scout experience and Girl Scout programming
- Creativity and enthusiasm for creating opportunities for girls
- Organization and planning
- Communication and collaboration
- Encouraging and supportive leadership



Daisy/ Brownie Level Consultant

Your Impact

Help Leaders feel confident supporting girls through their first Girl Scout experiences. Your support helps create strong troop foundations and a welcoming community where girls feel connected and excited to be Girl Scouts.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete 622 Level Consultant orientation in gsLearn

Key Responsibilities

- **Build Relationships:** Build relationships with Daisy and Brownie Leaders and provide a point of connection for questions, ideas, and peer support.
- **Support Bridging:** Welcome and connect troops as they bridge from Daisies to Brownies.
- **Share Resources:** Share relevant programs, resources, and ideas that help Leaders create age-appropriate, girl-led experiences.
- **Facilitate Connections:** Facilitate level-specific conversations, activities, or breakouts during Service Unit Meetings, as appropriate.
- **Encourage Participation:** Encourage Leaders to connect with one another and participate in Service Unit Meetings, events and opportunities.

What Success Looks Like

- Daisy and Brownie Leaders have a trusted peer connection for questions, ideas, and support.
- Leaders are connected to relevant resources, programs, and age-appropriate opportunities.
- Level-specific topics and resources are incorporated into Service Unit Meetings when appropriate.
- Daisy and Brownie Leaders feel connected to one another and engaged in the Service Unit community.

Skills and Strengths

- Previous Girl Scout volunteer experience at the Daisy or Brownie Levels.
- Familiarity with the Girl Scout Leadership Experience (GSLE) and age-level programming.
- Strong relationship-building and communication skills.
- Willingness to support and encourage fellow Leaders.
- Familiarity with program resources such as GSUSA Badge Explorer and Girl Scout Experience Box.



Junior/Cadette Level Consultant

Your Impact

Help Leaders navigate the Junior and Cadette years as girls become more independent and take greater ownership of their Girl Scout experience. Your support helps create opportunities for girls to build confidence, explore, and grow.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete 622 Level Consultant orientation in gsLearn

Key Responsibilities

- **Build Relationships:** Build relationships with Junior and Cadette Leaders and provide a point of connection for questions, ideas, and peer support.
- **Support Bridging:** Welcome and connect troops as they bridge into the Junior or Cadette Program Level.
- **Share Resources:** Share relevant programs, resources, and ideas that help Leader's support girls' growing independence and create girl-led experiences.
- **Facilitate Connections:** Facilitate level-specific conversations, activities, or breakouts during Service Unit Meetings, as appropriate.
- **Encourage Participation:** Encourage Leaders to connect with one another and participate in Service Unit Meetings, events and opportunities.
- **Promote Recognition:** Promote relevant leadership and recognition opportunities, including the Bronze and Silver Awards, and connect Leaders to appropriate resources.

What Success Looks Like

- Junior and Cadette Leaders have a trusted peer connection for questions, ideas, and support.
- Leaders have access to relevant resources and ideas that support girls' growing independence and leadership.
- Leaders are aware of relevant opportunities, including Bronze and Silver Award resources.
- Junior and Cadette Leaders feel connected to one another and engaged in the Service Unit community.

Skills and Strengths

- Previous Girl Scout volunteer experience at the Junior or Cadette Levels.
- Familiarity with the Girl Scout Leadership Experience (GSLE) and age-level programming.
- Strong relationship-building and communication skills.
- Willingness to support and encourage fellow Leaders.
- Familiarity with relevant awards, programs, and resources, including Bronze and Silver Awards.
- Strong relationship-building and communication skills.



Senior/Ambassador Level Consultant

Your Impact

Help Leaders support older Girl Scouts as they take on new challenges, explore their interests, and prepare for life beyond Girl Scouts. Your support helps girls lead, grow, and make an impact.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete 622 Level Consultant orientation in gsLearn

Key Responsibilities

- **Build Relationships:** Build relationships with Senior and Ambassador Leaders and provide a point of connection for questions, ideas, and peer support.
- **Support Bridging:** Welcome and connect troops as they bridge to the Senior or Ambassador Program Level.
- **Share Resources:** Share relevant programs, resources, and ideas that help Leader's support girls' independence, leadership, and future goals.
- **Facilitate Connections:** Facilitate level-specific conversations, activities, or breakouts during Service Unit Meetings, as appropriate.
- **Encourage Participation:** Encourage Leaders to connect with one another and participate in Service Unit Meetings, events and opportunities.
- **Promote Recognition:** Promote relevant leadership and recognition opportunities, including the Gold Award, and connect Leaders to appropriate resources.

What Success Looks Like

- Senior and Ambassador Leaders have a trusted peer connection for questions, ideas, and support.
- Leaders have resources and support to help girls take greater ownership of their Girl Scout experience.
- Leaders are aware of relevant leadership, recognition, and future-focused opportunities, including the Gold Award.
- Senior and Ambassador Leaders feel connected to one another and engaged in the Service Unit community.

Skills and Strengths

- Previous Girl Scout volunteer experience at the Senior or Ambassador Levels.
- Familiarity with the Girl Scout Leadership Experience (GSLE) and age-level programming.
- Strong relationship-building and communication skills.
- Willingness to support and encourage fellow Leaders.
- Familiarity with relevant awards, programs, and resources, including the Gold Award.



Juliette Coordinator

Your Impact

You create connection and community for Juliette Girl Scouts and their families. Your support helps Juliettes find meaningful opportunities, build connections, and stay engaged in Girl Scouts.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted

Key Responsibilities

- **Welcome Families:** Welcome new Juliette members and families and connect them to the Service Unit community and communication platform.
- **Stay Connected:** Maintain regular communication with Juliette families and share relevant Service Unit and Council opportunities.
- **Build Connection:** Create opportunities for Juliettes to connect with one another and participate in Service Unit activities and events.
- **Encourage Participation:** Encourage Juliette participation in Girl Scout programs and experiences, including the Cookie Program.
- **Share Feedback:** Share Juliette needs, feedback, and opportunities with the Service Unit Team and Membership Engagement Manager, as appropriate.

What Success Looks Like

- Juliette families feel welcomed, connected, and informed.
- Juliettes have opportunities to connect with one another and participate in Service Unit activities.
- Families are aware of relevant Girl Scout programs, events, and opportunities.
- Juliette needs and feedback are communicated to the Service Unit Team and Membership Engagement Manager.
- Juliettes remain engaged in Girl Scouts and have access to meaningful experiences outside of their individual family.

Skills and Strengths

- Warm, welcoming approach to new families
- Strong communication skills across Juliettes, caregivers, and SU leadership
- Organized and proactive follow-through
- Comfortable planning and hosting small events
- Skilled at connecting people and building community among families



Recognitions Coordinator

Your Impact

You help create a Service Unit where girls and volunteers feel seen, valued, and celebrated. Recognizing accomplishments inspires girls to keep growing, while recognizing volunteers shows them that their time and leadership matter.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted

Key Responsibilities

- **Share Opportunities:** Promote relevant girl and volunteer recognition opportunities, awards, eligibility requirements, and deadlines throughout the year.
- **Support Volunteers:** Help volunteers navigate recognition and award processes and connect them with the appropriate resources.
- **Coordinate Submissions:** Coordinate Service Unit recognition processes and help ensure nominations and submissions are completed on time.
- **Celebrate Achievements:** Celebrate girl and volunteer achievements throughout the year and maintain a record of Service Unit recognition recipients.
- **Partner to Celebrate:** Partner with the Service Unit Team to create meaningful opportunities to recognize and celebrate girls and volunteers.

What Success Looks Like

- Girls and volunteers know about recognition opportunities and how to participate.
- Recognition deadlines and nomination requirements are clearly communicated and met.
- Girl achievements and volunteer contributions are celebrated throughout the year.
- The Service Unit maintains an accurate record of awards and recognition.
- Volunteers and girls feel seen, valued, and appreciated for their contributions.

Skills and Strengths

- Organized and detail-oriented
- Strong communication and follow-through
- Enjoys celebrating and recognizing others
- Comfortable learning and explaining recognition processes
- Familiarity with Girl Scout awards and recognition opportunities



Events Coordinator

Your Impact

You help bring Girl Scouts together beyond the troop. By creating fun, meaningful opportunities for girls to connect, learn, and try new things, you strengthen the Girl Scout community and give girls experiences they may not have in their own troop.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete 622 Planning Events Large and Small orientation in gsLearn

Key Responsibilities

- **Plan the Calendar:** Help the Service Unit develop a balanced calendar of program events and experiences throughout the year.
- **Create Connection:** Coordinate Service Unit events that bring girls, families, and troops together to build connection and community.
- **Support Event Planning:** Guide and support event planners with key planning steps, timelines, safety and first aid considerations, requirements, and available resources.
- **Support Event Finances:** Partner with the Finance Coordinator on event budgets and money-earning activities when applicable.

What Success Looks Like

- The Service Unit has a balanced calendar of engaging events and experiences throughout the year.
- Events provide meaningful opportunities for girls, families, and volunteers to connect beyond the troop.
- Events are well-organized, appropriately supported, and completed according to Council requirements.
- Girls have opportunities to participate in experiences they may not have access to through their own troop.

Skills and Strengths

- Familiarity with the Girl Scout Leadership Experience (GSLE).
- Experience planning, coordinating, or supporting Girl Scout events.
- Strong organization and attention to detail.
- Ability to manage timelines, logistics, and multiple moving pieces.
- Understanding of Girl Scout safety and event requirements.
- Strong communication and collaboration skills.
- Ability to guide and support other volunteers.



Flag Patrol Coordinator

Your Impact

You help keep a meaningful Girl Scout tradition alive while creating opportunities for girls to lead. Through Flag Patrol, girls build confidence, responsibility, teamwork, and leadership skills while contributing to memorable Girl Scout and community events.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted

Key Responsibilities

- **Recruit Girls:** Recruit and support girls interested in participating in the Service Unit Flag Patrol or Color Guard.
- **Teach Flag Skills:** Teach girls proper flag etiquette, handling, and ceremony procedures.
- **Prepare for Events:** Prepare girls for Flag Patrol and Color Guard opportunities at Service Unit, Council, and community events.
- **Coordinate Participation:** Coordinate girl participation in flag ceremonies and help ensure girls have the equipment and support they need.
- **Maintain Equipment:** Maintain Service Unit flag equipment and provide opportunities for girls and volunteers to learn about flag etiquette and ceremonies.

What Success Looks Like

- Girls are confident and prepared to participate in Flag Patrol and Color Guard opportunities.
- The Service Unit has a reliable group of girls available for ceremonies and events.
- Girls understand proper flag etiquette and demonstrate responsibility and teamwork.
- Flag equipment is organized, accessible, and properly maintained.

Skills and Strengths

- Familiarity with flag etiquette, ceremonies, and Color Guard/Flag Patrol practices.
- Ability to prepare girls for public-facing opportunities.
- Strong communication and teamwork skills.



Operations Lead

Your Impact

You help create a Service Unit that is organized, supported, and ready to serve its troops and volunteers. Your leadership helps volunteers navigate key processes, access the resources they need, and keep the Service Unit moving forward.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted
- Complete 622 Service Unit Lead orientation in gsLearn

Key Responsibilities

- **Set the Direction:** Contribute to Service Unit planning by helping establish goals, priorities, and action plans throughout the year.
- **Work Together:** Collaborate with the Program and Membership Leads and your Membership Engagement Manager to implement Service Unit priorities and address needs throughout the year.
- **Bring People Together:** Plan and facilitate regular, engaging Service Unit Meetings and Team Meetings that keep volunteers connected, informed, and supported.
- **Lead Your Team:** Recruit, coordinate, and support the Operations Team by helping volunteers understand their roles, providing the resources they need, and helping volunteers grow their skills and leadership
- **Support SU Operations:** Coordinate with your Operations Team to support key Service Unit operations, including troop finances, Cookie Program support, and other administrative needs
- **Support Troop Banking:** Be an additional layer of support during the troop banking process, including confirming required financial training is complete and providing the necessary banking forms.

What Success Looks Like

- The Operations Team is engaged, supported, and growing.
- Service Unit activities and processes are organized and run smoothly.
- Volunteers have the information, resources, and support they need to manage their responsibilities.
- Troops have the necessary banking paperwork and support to manage their finances.
- Troops are engaged in the Cookie Program and have the resources they need to participate successfully.

Skills and Strengths

- Familiarity with troop finances and Service Unit operations
- Organization and planning
- Communication and collaboration
- Encouraging and supportive leadership



Finance Coordinator

Your Impact

You help ensure Girl Scout funds are managed responsibly and transparently, giving volunteers confidence that Service Unit and troop finances are organized, accurate, and supporting the Girl Scout experience.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted
- Complete 622 Funding the Fun: Managing Troop Finances in gsLearn

Key Responsibilities

- **Manage SU Bank Account:** Serve as an authorized signer on the Service Unit bank account and maintain the account in accordance with Council requirements.
- **Maintain Records:** Maintain accurate and up-to-date Service Unit financial records and provide regular financial updates to the Service Unit.
- **Manage the Budget:** Partner with the Service Unit Team to develop, monitor, and adjust the Service Unit budget as needed.
- **Complete Reporting:** Complete required Service Unit financial reporting, including the annual Service Unit Financial Report, by established deadlines.
- **Support Troop Banking:** Support Leaders and troops with required troop banking processes, including confirming required training, sending completed banking forms, and ensuring required steps are completed.

What Success Looks Like

- Service Unit financial records are accurate, current, and transparent.
- Required financial reports and banking processes are completed accurately and on time.
- The Service Unit has a clear, monitored budget that supports its priorities.
- Troops have the information and support they need to complete required banking processes in a timely manner.
- Volunteers feel confident navigating Service Unit and troop financial requirements.

Skills and Strengths

- Organization and attention to detail
- Comfort working with budgets and financial records
- Clear communication and confidentiality
- Basic financial and record-keeping skills
- Strong communication and follow-through



Cookie Manager

Your Impact

The Cookie Manager plays an important role in helping Service Unit troops successfully participate in the Cookie Program by keeping volunteers informed, organized, and supported throughout the season, while helping create a positive experience for both volunteers and girls.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted
- SU Cookie Manager Training in gsLearn and In-Person Training

Key Responsibilities

- **Support Troop Cookie Coordinators:** Serve as a primary Service Unit resource for Troop Cookie Coordinators, answering questions, sharing resources, and helping volunteers navigate the Cookie Program.
- **Communicate Key Information:** Share important Cookie Program updates, deadlines, requirements, and resources with Troop Cookie Coordinators in a timely and organized manner.
- **Monitor Program Readiness:** Help ensure Troop Cookie Coordinators are aware of required training, deadlines, reports, and other program requirements.
- **Share Feedback and Insights:** Communicate volunteer questions, challenges, and feedback to help GSOC identify opportunities to improve the Cookie Program experience.
- **Promote a Girl-Focused Experience:** Encourage volunteers to use the Cookie Program as an opportunity for girls to develop entrepreneurial, financial, leadership, and other essential skills.

What Success Looks Like

- Troop Cookie Coordinators feel prepared to lead their troops through the Cookie Program and know where to go for information, resources, and assistance.
- Cookie distribution and other Service Unit logistics are organized and provide a positive experience for volunteers.
- Troops are informed, prepared, and actively participating in the Cookie Program.

Skills and Strengths

- Organization and attention to detail
- Problem-Solver
- Positive Attitude
- Strong communication and follow-through



Cookie Booth Coordinator

Your Impact

You help Girl Scouts build confidence and business skills while increasing their visibility in the community. Your partnerships create more opportunities for troops to participate in the Cookie Program and strengthen relationships between Girl Scouts and local businesses.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete SU Booth Coordinator Training in gsLearn

Key Responsibilities

- **Host SU Cookie Booth Lottery:** Coordinate with the SU Cookie Team to set up the booth sale lottery and communicate lottery details to participating troops
- **Build Partnerships:** Build and maintain relationships with local businesses and community organizations to secure booth locations.
- **Expand Opportunities:** Identify new community partners and opportunities to expand booth locations and increase Girl Scout visibility.
- **Coordinate Details:** Coordinate with businesses to confirm booth locations, dates, times, and expectations.
- **Complete Requirements:** Partner with the Cookie Team and Council Staff to ensure required contracts, Certificates of Insurance, and other documentation are completed as needed.
- **Manage Requests:** Manage the Service Unit booth request process, including reviewing requests and communicating decisions and next steps to troops.
- **Set Expectations:** Communicate booth expectations to troops and encourage them to work cooperatively with community partners.
- **Recognize Partners:** Recognize and thank community partners for supporting Girl Scouts and identify opportunities to recognize outstanding partners through Service Unit or Council recognition.

What Success Looks Like

- Troops have access to a variety of quality booth opportunities.
- Booth locations are confirmed, organized, and ready for Cookie Program sales.
- Community partners have a positive experience working with Girl Scouts.
- Troops understand booth expectations and work cooperatively with community partners.
- The Service Unit builds strong, ongoing community partnerships.

Skills and Strengths

- Relationship-building and community outreach
- Strong communication and follow-through
- Organization and attention to detail
- Comfort coordinating with businesses and volunteers
- Problem-solving and professionalism
- Ability to build positive community relationships



Rewards Coordinator

Your Impact

Timely rewards help to recognize Girl Scouts' participation in entrepreneurship programs, encouraging them to set goals, celebrate their successes, and learn and grow in the 5 key entrepreneurship skills.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted
- Complete 622 Service Unit Lead orientation in gsLearn

Key Responsibilities

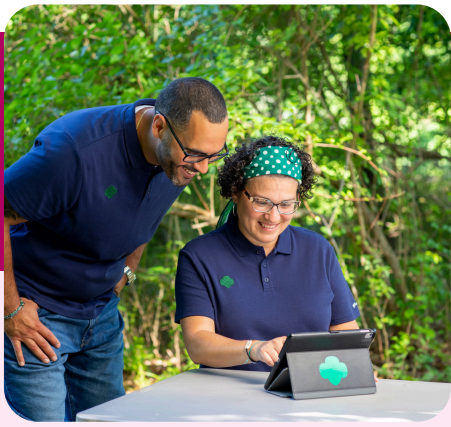
- **Share Reward Information:** Partner with the Service Unit Cookie Team to communicate reward information, deadlines, and processes to troops.
- **Submit Orders:** Submit required Service Unit initial and final reward orders in the Baker's system by established deadlines.
- **Organize Rewards:** Receive, organize, and sort Service Unit rewards for distribution.
- **Coordinate Distribution:** Coordinate reward distribution to troops and communicate pickup or delivery details.
- **Resolve Issues:** Track outstanding reward issues and follow up to help ensure rewards are received.

What Success Looks Like

- Troops have clear information about rewards, deadlines, and processes.
- Rewards are organized and distributed to troops efficiently.
- Outstanding reward issues are identified and followed through to resolution.
- Girls receive the rewards they earned through their Cookie Program participation.

Skills and Strengths

- Organization and attention to detail
- Accuracy and follow-through
- Strong communication
- Ability to manage deadlines and multiple orders



Service Unit Delegate/ Alternate Delegate

Your Impact

You help shape the future of Girl Scouting by participating in important Council decisions and bringing your Service Unit's perspective to the Annual Meeting. You also help keep your local Girl Scout community connected to what is happening across the county.

Requirements

- Active Membership
- Background Checked
- Annual Volunteer Agreement Submitted
- Complete 622 Delegates & Alternate Delegates Annual Meeting Knowledge and Tools orientation in gsLearn

Key Responsibilities

- **Participate in the Annual Meeting:** Attend and participate in the Girl Scouts of Orange County Annual Meeting, typically held in March.
- **Prepare for Council Business:** Review Annual Meeting materials and become familiar with proposed business, resolutions, and other matters before the meeting.
- **Represent the Service Unit:** Represent the Service Unit as a voting member and participate in voting on matters presented at the Annual Meeting.
- **Gather Input:** Gather input from the Service Unit when appropriate on matters being considered.
- **Share Outcomes:** Share relevant information, decisions, and outcomes from the Annual Meeting with the Service Unit Team and volunteers.
- **Connect Council Decisions:** Help volunteers understand how relevant Council decisions and governance updates may impact the Service Unit.

What Success Looks Like

- The Service Unit is represented and actively participates in Council governance.
- The Delegate arrives prepared and understands the matters being considered.
- Service Unit perspectives are shared when appropriate.
- Volunteers are informed about relevant Council decisions and updates.
- The Service Unit feels connected to the broader Girl Scouts of Orange County community.

Skills and Strengths

- Interest in Girl Scout governance and Council activities
- Clear communication and active listening
- Sound judgment and ability to represent the Service Unit
- Reliability and follow-through
- Ability to share information clearly with others



Membership Lead

Your Impact

Your leadership helps your Service Unit grow and thrive by supporting troop growth, and helping more girls and volunteers find their place in Girl Scouts. Your efforts strengthen the Service Unit today while helping build a strong membership community for the future.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- [Annual Volunteer Agreement](#) Submitted
- [Non-Disclosure Agreement](#) Submitted
- Complete 622 Service Unit Lead orientation in gsLearn

Key Responsibilities

- **Set the Direction:** Contribute to Service Unit planning by helping establish goals, priorities, and action plans throughout the year.
- **Work Together:** Collaborate with the Operations and Program Leads and your Membership Engagement Manager to implement Service Unit priorities and address needs throughout the year.
- **Bring People Together:** Plan and facilitate regular, engaging Service Unit Meetings and Team Meetings that keep volunteers connected, informed, and supported.
- **Lead Your Team:** Recruit, coordinate, and support the Membership Team by helping volunteers understand their roles, providing the resources they need, and helping volunteers grow their skills and leadership.
- **Support Membership Growth:** Coordinate with your Membership Team to support new member recruitment and strengthen engagement and renewal of existing members.
- **Support New Leaders:** Be an additional layer of support for new Leaders during the onboarding process, including confirming they are on track with required orientations and connected to the Service Unit community.

What Success Looks Like

- The Membership Team is engaged, supported, and growing.
- New girls and adults feel welcomed, connected, and supported in their Girl Scout experience.
- Volunteers have the resources and support they need to recruit and retain members.
- Existing members are engaged and supported through renewal.
- New Leaders feel connected to the Service Unit and supported through onboarding.

Skills and Strengths

- Relationship-building and welcoming others
- Clear communication and active listening
- Interest in membership growth and retention
- Ability to connect people with resources and opportunities
- Encouraging and supportive leadership



New Leader Liaison

Your Impact

You help New Leaders feel confident and connected from the very beginning, creating a stronger foundation for successful troop leadership and a positive Girl Scout experience for girls and families.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted

Key Responsibilities

- **Welcome New Leaders:** Serve as a primary Service Unit contact and welcoming point of connection for New Leaders.
- **Guide Onboarding:** Check in with New Leaders throughout onboarding, guide them through required orientations and trainings, and help them stay on track with required steps.
- **Connect to the Service Unit:** Introduce New Leaders to the Service Unit Team, add them to communication channels, and welcome them at Service Unit Meetings.
- **Provide Support:** Answer questions, share relevant resources, and help New Leaders navigate challenges as they begin their Girl Scout leadership experience.

What Success Looks Like

- New Leaders feel welcomed, connected, and supported as they begin their Girl Scout leadership experience.
- New Leaders are completing required onboarding orientations and trainings.
- New Leaders are connected to the Service Unit and other volunteers.

Skills and Strengths

- Welcoming and relationship-building
- Strong communication and active listening
- Patience and willingness to support new volunteers
- Familiarity with the Girl Scout Leadership Experience (GSLE)



Data Management Coordinator

Your Impact

You help the Service Unit know where it stands and where support is needed, giving volunteers the information they need to strengthen membership, support troops, and help more girls and adults stay connected to Girl Scouts.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Non-Disclosure Agreement Submitted
- Complete 622 Looker orientation in gsLearn

Key Responsibilities

- **Support Recruitment & Renewal:** Identify membership and registration needs and provide information that helps the Service Unit support recruitment, troop formation, and renewal.
- **Provide Team Reports:** Provide Service Unit volunteers with the contact lists and reports needed to support their roles and responsibilities.
- **Protect Member Information:** Handle member information responsibly and maintain appropriate confidentiality when working with Service Unit data.

What Success Looks Like

- Service Unit membership data is accurate and up to date.
- Volunteers have access to the information and resources they need.
- Member information is handled accurately and confidentially.

Skills and Strengths

- Comfort working with data, reports, and spreadsheets
- Clear communication and confidentiality
- Willingness to learn and navigate Girl Scout systems and tools



School Liaison

Your Impact

You help make Girl Scouts visible and accessible within the school community, connecting more girls and families to Girl Scouting and helping build and grow local troops.

Requirements

- Active Membership
- Background Checked
- Fingerprinted
- Annual Volunteer Agreement Submitted
- Complete 622 School Liaison Essentials in gsLearn

Key Responsibilities

- **Share the Girl Scout Experience:** Share the Girl Scout mission and your personal volunteer experience to help engage families and recruit girls and adult volunteers.
- **Build School Relationships:** Build and strengthen relationships with school administrators, teachers, and parent organizations to promote Girl Scouts and identify opportunities to engage the school community.
- **Create School Presence:** Coordinate a Girl Scout table at School Evnts at key times of the year and when opportunities are available.
- **Promote Troop Formation:** Promote opportunities to form new troops through approved school communication channels, flyers, banners, lawn signs, and other outreach with school or district permission.
- **Connect Interested Families:** Help connect interested families with the appropriate Girl Scout resources, troop opportunities, or volunteer pathways.

What Success Looks Like

- Girl Scouts is consistently promoted within the school community.
- Interested families know how to join a troop, volunteer, or start a new troop.
- School staff and parent organizations have a positive relationship with Girl Scouts.
- Girls and families have opportunities to learn about and connect with Girl Scouts.
- The school has active troops and consistently forms new troops each year.

Skills and Strengths

- Welcoming and relationship-building
- Relationship-building and networking
- Comfortable communicating with school staff, families, and community groups
- Enthusiasm for sharing the Girl Scout experience