

## Volunteer Position Description Service Unit Manager

**Term:** October 1 to September 30, re-appointed yearly

**Term Limit:** 3 years

**Appointed by/  
Accountable to:** Mission Delivery Manager – Membership and Mission Delivery Specialist - Membership

**Function:** The Service Unit Manager is accountable for the health and welfare of Girl Scouting in the Service Unit. They are responsible for the support of the development, extension, and maintenance of girl and adult membership and for ensuring that all girls and Girl Scout leaders receive the services they need.

**Accountabilities:**

- Recruit, provide support, and manage the Service Unit Lead Team.
- Plan, schedule, and chair Service Unit Team and Leader meetings.
- Act as a role model to the Leaders in the Service Unit, supporting them in their positions and recognizing their accomplishments.
- Develop and direct the Service Unit plan of work, based on the council's objectives and the Service Unit geographical area.
- Deliver services to the Service Unit membership; monitor and evaluate its effectiveness with Team members.
- Support and encourage active participation in the Annual Family Partnership.
- Attend monthly manager meetings, conferences, council meetings, and other events scheduled by the Council.
- Maintain and submit reports as requested.
- Carry out all other duties inherent in the Service Unit Manager's position within the region and council.
- Participate in required training and evaluation of the process and position on an annual basis with the Membership Manager / Membership Team.

**Qualifications:**

- Is a registered member of GSUSA.
- Belief in the purpose and philosophy of Girl Scouting.
- Has good organizational, problem solving and human relation skills.
- The ability to motivate and delegate as well as handle multiple tasks.
- Performs task willingly and accepts the responsibilities of the job.

**Standards of Performance:**

- Performs tasks willingly and effectively.
- Complies with GSUSA & GSGLA policies and procedures.
- Participates in a yearly evaluation with the Membership Lead/Manager.

As a supportive partner with the Membership Service Delivery Specialist Team, I agree to fulfill my duties as part of the Service Unit Leadership Team for the upcoming year.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_