

SERVICE UNIT MANAGER

PURPOSE	APPOINTED BY	TERM
Serves as a valuable role model and community leader	Girl Scouts of Silver Sage's Membership Manager	3-year term

RESPONSIBILITIES	
<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Manage and supervise the service unit team to ensure all positions are operating effectively to fulfill the mission of Girl Scouts. • Understand the responsibilities of team positions and how to communicate accountability • Analyze service unit needs to determine volunteer requirements. Recruit, assign, and appoint service unit volunteers as needed in partnership with the council's Membership Manager. • Ensure your service unit reaches its membership goals through year-round recruitment and retention efforts • Create a meeting calendar with the service unit team and plan and conduct monthly service unit meetings, which are used to plan and discuss service unit activities, promote Council services, provide training, distribute information, clarify GSUSA and Council policies, build relationships between adults • Responsible for following the Girl Scout policies and ensuring that all the troops follow the Girl Scout policies in the service unit. • Provide conflict resolution with the help and guidance of Council staff • Review forms and requests • Able to maintain confidentiality when sensitive issues arise

REQUIRED QUALIFICATIONS	
<p>REQUIRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Must be at least 18 years old • Be a registered Girl Scout member and have a current background check on file • Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and Silver Sage Council • Strong verbal and organizational skills

DESIRED STRENGTHS & ATTITUDES	
<p>DESIRED STRENGTHS & ATTITUDES</p>	<ul style="list-style-type: none"> • Outgoing and excited about promoting GS with positive energy • Active listening, comfortable with public speaking, problem-solving skills • Ability to understand and articulate the benefits of the Girl Scout Leadership Experience

MARKETABLE SKILLS	
<p>MARKETABLE SKILLS</p>	<ul style="list-style-type: none"> • Volunteer Management, Relationship Management, Time Management • Public Speaking, & Presentation, Meeting Facilitation, • Conflict Resolution, Problem Solving, • Leadership, Coaching & Mentoring, Team Building,

APPOINTMENT

Your appointment for the above position begins on _____ and will continue to September 30, 20____

Service Unit Manager	Printed Name	Signature	Date
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Appointed by	Printed Name	Signature	Date
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THANK YOU FOR VOLUNTEERING!