

# SERVICE UNIT LEADER SUPPORT MANAGER

PURPOSE	APPOINTED BY	TERM	
Oversee Girl Scouting in the Service Unit, recruit and direct the service unit team, support recruitment and retention of girls and adults	GSNorCal staff	Two years Renewable	
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Oversee Service Unit Team and assist in recruiting, supporting, developing and providing feedback to team members</li> <li>Schedule and facilitate consistent service unit team meetings with report from each team member</li> <li>Develop and facilitate regularly scheduled leader meetings that are welcoming, inclusive, and incorporate:               <ul style="list-style-type: none"> <li style="width: 50%;">Volunteer recognition</li> <li style="width: 50%;">Networking opportunities</li> <li style="width: 50%;">Trainings and/or workshops</li> <li style="width: 50%;">Grade level breakout sessions</li> <li style="width: 50%;">Girl Scout history and traditions</li> <li style="width: 50%;">Reports from SU team members</li> <li style="width: 50%;">Council updates</li> <li style="width: 50%;">And of course, FUN!</li> </ul> </li> <li>Ensure good, ongoing communication between council, service unit team, and volunteers</li> <li>Develop annual goals and plans (Plan for Success) with service unit team and staff</li> <li>Work with service unit team and staff to develop yearly goals and plans (Plan for Success)</li> <li>Handle conflicts and sensitive issues within the service unit with confidentiality and seek support from council staff as needed</li> <li>Identify team members for service unit/council adult recognitions to the Recognitions Coord.</li> <li>In collaboration with Membership Support Manager and the Registrar, support new leaders with connections to informal mentoring or resources, such as the Volunteer Toolkit, throughout the onboarding process</li> <li>Ensure new leaders are welcomed at leader meetings</li> <li>Support and promote all council fundraising efforts and fall and cookie sale activities</li> <li>Attend and participate in council SUMMITs and position related trainings provided by council</li> </ul>		
<b>REQUIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered &amp; screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy</li> <li>Ability and desire to work with and serve people from diverse backgrounds</li> <li>Adheres to council policies and ways of work</li> <li>Able to maintain confidentiality when sensitive issues arise</li> <li>Demonstrates strong organizational skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others</li> <li>Able to recruit qualified volunteers, develop team members and have a welcoming service unit team</li> </ul>		
<b>DESIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Understands and can articulate the benefits of the Girl Scout Leadership Experience</li> <li>Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments</li> </ul>		
<b>APPOINTMENT</b>			
Your appointment to the above position begins on _____ and will continue to September 30, 20____			
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

*\*This position can be shared*  
11/1/17