

Summary: The volunteer supports Girl Scouts and the adults who work with them by overseeing and coordinating the work of the service unit service team; developing an inclusive strategic plan for the service unit that encompasses recruitment; ensuring effective communication within the service unit; working in partnership with the volunteer coordinator to ensure that leaders and co-leaders are interviewed and appointed/reappointed. The volunteer helps ensure girls are served with Discover-Connect-Take Action program opportunities that are consistent with Girl Scouts USA goals/outcomes of the Girl Scout Leadership Experience.

Term of Appointment: The service unit manager is appointed for a August 1 - July 31 term that is renewable upon completion of evaluation processes.

Supervision: Reports to the membership manager.

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- Oversee all functions of the service team and the service unit.
- Facilitate effective and positive service team and service unit volunteer meetings.
- Create meeting agendas for service team and volunteer meetings.
- Work with the volunteer coordinator to conduct leader interviews and distribute appointment letters.
- Help to resolve conflicts.
- Ensure service unit delegate(s) are elected.
- Attend service team and service unit volunteer meetings.
- Communicate on a regular basis with membership manager.

Position Competencies:

- This position requires strong management skills, including planning, coordinating, delegating, interviewing and supervising.
- This position requires the ability to meet council deadlines and complete tasks in a timely manner.
- This position requires the volunteer be a skilled administrator with strong organizational ability.
- This position requires the ability to apply appropriate conflict resolution techniques.

Core Competencies:

1. **Girl Focus:** Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. **Adaptability:** Maintains a sense of humor, emotional composure and objectivity under pressure, ambiguity or opposition.
3. **Fostering Diversity:** Values, develops, nurtures, uses and celebrates group and individual diversity.
4. **Oral Communication:** Uses public speaking skills to deliver clear, organized and vibrant presentations or information to the individual or group.
5. **Personal Integrity:** Maintains confidentiality and makes ethical decisions that include responsibility to self, community and society.