

Volunteer Position Description

Position Title: Service Unit Data Specialist (SUDS)	Position Type: Service Team Member
Position Term: 1 Year (September 1 - August 31)	Staff Liaison: Data Specialist

Girl Scout volunteers help craft girl experiences—from the way they run their cookie businesses to the way they speak up in meetings. Volunteers teach girls new skills and help them find the confidence they need to bring their unique ideas to life and make changes that they never thought possible. And as they help girls learn, grow, and lead, volunteers have the support of their local Girl Scout community: the service unit team. You can be that support! Volunteer with your service team to help set up volunteers for success and growth—honing your own leadership and organizational skills along the way. It's a win-win!

Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Core Values:

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect, and Take Action.
- **Adaptability:** Adjusts, modifies one's own behavior, and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands. Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity, or opposition.
- **Fostering Equity:** Understands that individuals bring different experiences to Girl Scouts and embraces those differences. Actively seeks to be inclusive of every girl wishing to participate in Girl Scouts.
- **Oral Communication:** Expresses ideas and facts clearly, concisely, and accurately.
- **Personal Integrity:** Demonstrates dependability, honesty, and credibility. Serves as a role model for ethical business practices.

Qualifications:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete the volunteer appointment process, including completing and passing a background check.
- Agree to and be guided in all actions by the Girl Scout mission, Promise, and Law.
- Working knowledge of and comply with the current Girl Scouts of Oregon and Southwest Washington (GSOSW) *Council Volunteer Policies and Procedures* as well as GSOSW and GSUSA guidelines.
- Complete the current troop leader onboarding requirements (available online and in-person).
- Access to a computer, reliable internet, email, phone, as well as basic knowledge of the Microsoft and Google suites of programs.

Position Summary: The service unit data specialist (SUDS) is the go-to resource for service team members, troop leaders, and individuals regarding the service unit's data. Data includes, but is not limited to: personal information about members, Girl Scout participation types (such as troops, programs, clubs, etc.), volunteer background check status, and volunteer training status. The SUDS works closely with other service unit team members to support their work, and with troop leaders to both provide, gather, and ensure up-to-date information. The SUDS also regularly communicates with GSOSW customer support about data changes and with their GSOSW data team liaison regarding any questions or report requests.

Term of Appointment: The service unit data specialist is appointed for a one-year term (September 1 - August 31) that is renewable upon completion of an evaluation process.

Time Commitment: The service unit data specialist will spend several hours per month attending monthly service unit team and volunteer meetings to plan and support local activities. In general, non-peak seasons require 30 minutes to two hours per week to conduct service unit business with additional time spent (one to five hours per week) during peak seasons, and commensurate with the service unit size.

Training and Supervision: Training is guided by the GSOSW staff and is required prior to official appointment to the position. The staff liaison is a GSOSW Data Specialist.

Location: The service unit data specialist must be located within the geographical boundaries of the service unit they support, with some local travel for service unit events and occasional long-distance travel for Girl Scout events.

Primary Responsibilities

- Maintain and share accurate training and troop rosters for girls and adults.
- Communicate with volunteers to update troop meeting information, verify data accuracy, and correct troop placement.
- Share updated troop information with GSOSW staff at answers@girlscoutsosw.org.
- Champion the Spring Renewal Cookie Penny goal and reach out to troop volunteers who have not renewed their memberships to engage them in the process.
- Manage the Active Troops Report.
- Ensure girls are registered prior to designated pre-qualification deadlines so they can participate in the Fall Product Program or Girl Scout Cookie Program.
- Qualify troops for product program participation by identifying troops in good standing through verifying membership registration, completed background check status, training for adults assisting with the product program, troop bank account signers, and *Troop Financial Report* (form #108) status.
- Support other Girl Scout volunteers with needed data information.

Position Competencies:

- Ability to keep legible, accurate, and detailed records.
- Ability to analyze and share data with individuals who have a variety of communication styles and technical skills.

Work Conditions:

- Indoor environment – 90%
- Outdoor events – 10%
- Travel to other locations – 5%
- Use of computer, phone, and other office equipment – 85%

Physical Requirements:

- Standing – 10%
- Walking – 10%
- Sitting – 80%
- Use of Computer – 80%
- Lifting up to 25 pounds – 5%
- Reaching above shoulder level – 5%
- Driving – 10%

Reasonable accommodations may be made for volunteers unable to meet all the requirements of this position. Connect with your staff liaison to request an accommodation.

Volunteer Acknowledgement: Please review and sign the *Volunteer Agreement Form* upon appointment to your position.