

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS  
VOLUNTEER POSITION DESCRIPTION

**VOLUNTEER POSITION:** **SERVICE UNIT DIRECTOR**

**PURPOSE OF POSITION:** To direct the work of the Service Team and to ensure that the Girl Scout Program is provided and maintained in the assigned geographic area.

**ACCOUNTABILITY:** Appointed by and accountable to the Membership and Marketing Specialist for a one year term (June 1<sup>st</sup> – May 31<sup>st</sup>)

**QUALIFICATIONS:**

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Know your service area.
- Demonstrate planning, organizing, recruiting, problem solving and supervisory skills.
- Have a working knowledge, acceptance, and willingness to promote Council’s goals, objectives and policies.
- Ability and willingness to make decisions, delegate responsibility and work with adults from diverse backgrounds.
- Have the commitment and the time needed to perform the duties of the Service Unit Director

**RESPONSIBILITIES:**

- Attend required SU Team Training.
- Working with the MMS to recruit and maintain a service team of volunteers.
- Plan, organize, and direct the work of the service team, which includes
  - Assure that girls and adults are recruited, organized into troops and registered on time
  - Assure that leaders receive on-going service throughout the year
  - Complete the annual Service Unit Goals and budget for the service unit
  - Complete the annual review of volunteers in the service unit
- Plan the agenda and preside at service unit and service team meetings.
- Assure that volunteers are updated on service unit and council news and events.
- Assure that individuals are recognized in the service unit.
- Assure that the service unit is represented at Council recognition meetings.
- Work closely with the Membership Specialist to accomplish goals of the service unit.
- Work within the service unit and the community to promote a positive attitude toward Girl Scouting.
- Maintain continuous communication with leaders, Service Unit Team and MMS on progress and needs of troops.
- Actively support Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas Council and Girl Scouts of the USA policies, standards, and procedures.

**I understand and agree to the terms of the position as stated above.**

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Service Unit Director

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Membership and Marketing Specialist

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Date