

Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas

Service Unit Director

Position Description

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-May 31)

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.
- Accepts and adheres to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Knows service area.
- Demonstrates planning, organizing, recruiting, problem solving and supervisory skills.
- Has a working knowledge, acceptance, and willingness to promote Council's goals, objectives and policies.
- Has ability and willingness to make decisions, delegate responsibility and work with adults from diverse backgrounds.
- Has the commitment and the time needed to perform the duties of the Service Unit Director

RESPONSIBILITIES:

- Attends required SU Team Training.
- Works with the MMS to recruit and maintain a service team of volunteers.
- Plans, organizes, and directs the work of the service team, which includes
 - Ensures that girls and adults are recruited, organized into troops and registered on time
 - Ensures that leaders receive on-going support throughout the year
 - Collaborates with SU Team and Service Unit to complete the annual Service Unit goals and budget for the service unit
- Plans the agenda and presides at service unit and service team meetings.
- Ensures that volunteers are updated on service unit and council news and events.
- Ensures that individuals are recognized in the service unit.
- Ensures that the service unit is represented at Council recognition meetings.
- Works closely with the Membership Specialist to accomplish goals of the service unit.
- Works within the service unit and the community to promote a positive attitude toward Girl Scouting.
- Maintains continuous communication with leaders, Service Unit Team and MMS on progress and needs of troops.
- Actively supports 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.

Service Unit Director

Membership and Marketing Specialist

Date