Girl Scouts of Eastern Pennsylvania (GSEP)

Service Unit Manager

Position Description & Agreement Form

First Name

Last Name

Service Unit Name and Number

Email Address on File with GSEP

**Summary:**The GSEP Service Unit Manager serves as a leader for the volunteers and Troop Leaders in a particular geographic area. The Service Unit Manager will serve as a liaison between volunteers and council staff, coordinate events for girls and adults, and create an inclusive, diverse, and friendly environment for all GSEP participants.

**Term of appointment:**Three years/one term, renewable once for a total of two terms (6 years)

**Time Commitment:**Service Unit Managers are expected to run one Service Unit Meeting per month with representation from every troop. They may also hold Service Unit Team meetings, as needed, to support the Service Unit.

**Required Training:** GSEP's Service Unit Manager Learning Path, located in gsLearn; training is to be completed before meeting with the Unit. GSEP’s New Leader Learning Path in gsLearn is also recommended.

**Supervision:**This position reports to GSEP Staff

**Girl Scout Values**

* Model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise and Law.
* Support GSEP’s primary Core Goal to ensure every girl in our 9-county footprint is aware of and has access to the full Girl Scouts Leadership Experience.
* Communicate in a respectful, positive, prompt, and effective manner with all Girl Scout members.
* Demonstrate confidentiality, dependability, honesty, and credibility.
* Understand, respect, and embrace diversity.

**I understand my responsibilities are to:**

* Meet regularly and work with GSEP Staff Members to schedule, facilitate, and create agenda items for Service Unit Meetings.
* Welcome new volunteers to the area by inviting them to join social media pages and to attend Service Unit events and regularly scheduled Service Unit meetings.
* Be in regular communication with volunteers in the Service Unit.
* Identify, recruit, support and retain volunteers and girls in the area.
* Strategize with GSEP Staff Members to identify opportunities for growth to fill current troop availability and form new troops.
* Collaborate, recruit, and empower Service Unit Team members to help carry out plans and activities from the Service Unit Plan for Success.
* Ensure timely completion and submission of Troop Financial Reports and Service Unit Financial Reports, per the Service Unit Treasurer Position Description and in collaboration with the Service Unit Treasurer.
* Attend conferences, meetings, and other scheduled events as appropriate, including but not limited to GSEP Kickoff, monthly GSEP SUM Meetings, etc.

**Qualifications:**

* **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
* **Personal integrity:** Demonstrate dependability, honesty, and credibility
* **Adaptability:** Adjust,modify own behavior, and remain flexible and tolerant in response to changing situations and environments
* **Communication:** Express ideas and facts, clearly and accurately
* **Foster diversity:** Understand,respect, and embrace differences

**Volunteer Agreement:**

I agree to meet the qualifications and fulfill the duties, expectations and requirements as outlined above.

I agree to opt-in to emails and text messages from GSEP and GSUSA.

I agree to adhere to GSUSA guidelines involving the Girl Scouts brand, copyright and trademark laws.

I am an approved volunteer with a current Girl Scouts of the USA membership and GSEP background clearances on file.

I have read the entire GSEP Service Unit Manager Position Description and Agreement thoroughly, and I agree that I can handle the responsibilities, I am qualified and competent, and I will uphold the code of conduct and volunteer agreements for this position.

I agree to all the above

Yes

Full Name

By typing my name above and submitting this form, I agree to the terms and conditions of the GSEP Service Unit Manager position.