



Position Description
SERVICE UNIT TEAM MEMBERS

PURPOSE: Plan and direct the Girl Scout program within a designated area.

TERM: One year – reviewed annually

ACCOUNTABLE TO: Membership Specialist

QUALIFICATIONS:

1. Be a current member of Girl Scouts – Dakota Horizons.
2. Have knowledge of Girl Scout policies.
3. Demonstrate basic management skills.
4. Good communication and organizational skills.
5. Promote an understanding and appreciation of individual, cultural, religious and racial differences.

RESPONSIBILITIES:

1. Recruit team members.
2. Schedule and conduct service unit leader meetings.
3. Organize service unit events.
4. Develop plan to achieve service unit membership goals.
5. Cultivate community awareness and support.
6. Provide recognition of service unit volunteers.
7. Provide delegates to annual meeting.
8. Submit Annual Finance Report for service unit.
9. Promote Family Giving program.
10. Turn in Leader Reviews to Membership Specialist.

TEAM MEMBER POSITIONS:

Team Leader/Supervisor: Plans, schedules and chairs service unit leader meetings. Provides leadership to service unit team & volunteers. Delegates tasks to volunteers as appropriate.

Treasurer: Maintain and report service unit financial accounts and guarantee accountability of funds to Council. Provide monthly report to all service unit leaders and Council detailing current activity. Submit Annual Financial Report for the Service Unit by June 30th.

ADDITIONAL TEAM POSITIONS:

Secretary: Record and maintain service unit records. Provide monthly report to all service unit leaders and Council detailing current activity.

School/Community Recruitment Coordinator: Plan events designed to recruit girls/adults in the school/community. Plan parent night to recruit new leaders if necessary; collect/review registrations; submit registrations to Service Unit Registrar in a timely manner, ensure new troop leaders/co-leaders are provided with training information.

Registrar: Organize and maintain troops within service unit. Place girls/adults in troops or volunteer positions in timely manner. Collect and return completed troop registrations/payments to the Council Registrar. Collect service unit event registrations/payments.

Event Coordinator: Coordinate service unit activities and events for girls and adults.

Product Sales Coordinator: Oversee council product sales. Responsible to Council Director of Product Sales.