

Volunteer Position Description:

Service Unit Manager

Purpose: To promote, coordinate and advocate the Girl Scout Leadership Experience within an assigned Service Unit in partnership with the Girl Scouts of the Chesapeake Bay (GSCB) support staff.

Commitment To:

- Service Unit Team
- Service Unit Volunteers
- Girl Members
- Your Community
- GSCB

Duration: Upon successfully completing a one-year appointment, you will have the option for reappointment of your role upon mutual agreement between yourself, Service Unit, and Council staff.

Responsibilities & Duties:

- Serve as a key member of the Service Unit Team and act as a liaison between GSCB and active volunteers within an assigned area.
- Ensure all Service Unit Team volunteers are currently registered members and have an approved background check on file.
- Become a partner with the assigned Volunteer Support Specialist, collaborating on ideas and perspectives.
- Analyze the needs of the Service Unit Team, recruiting support of volunteer for required roles as necessary.
- Oversee the business of the Service Unit by ensuring the accountability of Service Unit Team Members in their designated roles.
- In coordination with the Volunteer Support Specialist schedule appropriate Service Unit Training and regularly scheduled volunteer and service team meetings as necessary, through such actions as finding locations, communications, and other logistics needs.
- Cultivate an inclusive environment that allows all volunteers to feel welcomed, safe, and empowered to share ideas and network with others within the Service Unit; including but not limited to leader meetings, trainings, and social media platforms.
- Support volunteers, answering questions, and ensuring deadlines are met, while managing up active conflict, concerns, and problems to the Volunteer Support Specialist.
- In partnership with Volunteer Support Specialist, create Service Unit action plans to support overall GSCB strategies.
- Assist in recruiting new volunteers and girl members.
- Attend annually appropriate training.
- Follow all processes and procedures, as dictated by Girl Scouts of the USA and Girl Scouts of the Chesapeake Bay.

Training Requirements: Coming Soon!

General Requirements:

- Current membership with Girl Scouts of the Chesapeake Bay.
- Successfully completed the volunteer screening process, including background checks, training, and additional steps, as necessary.
- Maintain confidentiality.
- Access, ability, and willingness to utilize technology, including an active email address.
- Behave in a manner that upholds the Girl Scout Promise & Law in all interactions with the public, Girl Scout members, and GSCB staff.
- Provide the requested feedback surrounding all aspects of Girl Scouting.

By accepting any volunteer position with Girl Scouts of the Chesapeake Bay, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff, while serving as a volunteer.