

## **Service Unit Manager Job Description**

**Job Title:** Service Unit Manager

**Position Reports to:** Field Director

**Purpose of the Position:** To provide administrative leadership to the Service Unit enabling the Service Team to manage their responsibilities.

### **Principal Duties:**

1. Implements the Council plan of work in the Service Unit, including membership goals, Affirmative Action Plan for Volunteers, etc. Keeps troop leaders informed of Service Unit needs, activities and plans. Monitors and evaluates effectiveness of plans and activities with Team members. With team members develops a Service Unit plan of work.
2. Recruits, appoints, and supports Service Team members. Appoints troop leaders.
3. Meets regularly with Field Director to evaluate status of Service Unit plan of work, determining Service Unit needs, and develops plans to meet these needs.
4. Coordinates the work of the Service Unit and Service Team.
5. With help of Service Team members, ensures that troops are provided with primary services through the Service Unit plan of work.
6. Promotes Service Unit participation in Council-wide events and projects.
7. Ensures that Team members and troop leaders are trained for their jobs and have the tools needed to perform effectively.
8. Plans and presides at Service Unit and Service Team meetings.
9. Interprets Girl Scouting to the community.
10. Ensures that all troops submit a troop financial report annually.

### **Conditions of the Job:**

1. Appointed by the Field Director for a term of two years.
2. Is a registered active member of the Girl Scout movement.
3. Attends necessary training to do the job effectively.
4. Attends Field Meetings, conferences, adult education events, etc.
5. Keeps and submits reports as requested.

### **Qualifications:**

1. Has the ability to conduct meetings and keep accurate records.
2. Has ability to work with adults and to delegate jobs to be done.
3. Has time, energy, interest, and enthusiasm for the job.
4. Has a working knowledge of the demographics of the area, personnel, and physical resources available.