



SERVICE TEAM MANAGER

Service Team Position Description

SUMMARY Serve as a knowledgeable, positive, and encouraging source of support for the entire Service Unit. Enthusiastically engage others in carrying out the team’s plans for membership development and delivery of a quality Girl Scout experience.

SUPPORTED BY Member Support Executive (MSE)

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/TASKS

- » Support GSUSA and GSACPC policies, standards, and procedures. Promote all Council Goals.
- » Maintain communication with MSE about Service Unit needs or concerns, and to stay current on GSACPC happenings.
- » Partner with members of the Service Team and the MSE to develop a plan of work for the area.
- » Support the effective execution of Service Team roles and responsibilities.
- » Work with the MSE and other Service Team members to identify and recruit new Service Team Members.
- » Support and inspire Service Team members to help carry out plans and activities from the SU Plan of Work.
- » Attend and support the facilitation of regular Service Team and Leaders meetings.
- » Attend conferences, meetings, and other scheduled events as appropriate.
- » Promote all Service Unit events, council-sponsored product program events, and other Council-sponsored events as appropriate.
- » Provide a welcoming and supportive environment for all volunteers.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Service Unit Team Manager training.
- » Complete the annual [Volunteer Agreement](#).
- » Complete Looker Access Agreement to access GSUSA data system.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Service Team Manager Service Team Position Description. In addition, as a volunteer serving in a service team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!