

SERVICE TEAM LEAD

Service Unit Position Description

SUMMARY Serve as a knowledgeable, positive, and encouraging source of support for the entire Service Unit and 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

- » Present a positive image of Girl Scouting to girls, volunteers, and community members
- » 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.
- » Assists in recruiting new volunteers, and Girl Scouts each membership year.
- » Connect with volunteers, parents, and girls as appropriate, on a regular basis forming relationships allowing you to respond to questions and concerns as they arise.
- » Partner with the Adult Recognitions Coordinator to create a culture of appreciation within the service unit using both formal and informal methods.
- » Attends conferences, meetings, and other scheduled events as appropriate.
- » Promote council-sponsored product program events.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Comply with all GSUSA and Council policies and procedures, including *Volunteer Essentials*.

REQUIREMENTS AND STEPS TO BECOME A SERVICE TEAM LEAD:

- » Become familiar with GSACPC policies and resources including but not limited to *Volunteer Essentials* and safety activity checkpoints.
- » Service Unit Team Lead training online to prepare for position-specific responsibilities.
- » Be a registered member of Girl Scouts including a background check.

THANK YOU FOR YOUR TIME AND COMMITMENT.