

SERVICE UNIT PROGRAM SUPPORT MANAGER

PURPOSE		APPOINTED BY	TERM
Create vibrant programs and opportunities for girls that incorporate the Girl Scout Leadership Experience.		GSNorCal staff	Two years Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> Ensure good, ongoing communication between council, service unit team, and volunteers Develop annual goals and plans (Plan for Success) with service unit team and staff Help in providing program at Service Unit Leader meetings that support volunteer's growth in execution of the Girl Scout Leadership Experience Assist in the planning of the calendar for the year and ensure that opportunities occur for all levels Oversee Event Managers who implement events with the Service Unit Ensure that Event Managers complete the Event Manager training and proper paperwork is submitted Attend and participate in council SUMMITS and position related trainings provided by council Attend Service Unit Team and Leader meetings Attend routine council collaborations with local staff Support council run activities/programs Support and promote all council fundraising efforts and fall and cookie sale activities Ensure health, safety, policy and Girl Scout Safety Guidelines are maintained 		
REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> Registered & screen Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy Ability and desire to work with and serve people from diverse backgrounds Adheres to council policies and ways of work Able to maintain confidentiality when sensitive issues arise Demonstrates strong organizational skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others Able to recruit qualified volunteers, develop team members and have a welcoming service unit team 		
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> Understands and can articulate the benefits of the Girl Scout Leadership Experience Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments 		
APPOINTMENT			
Your appointment to the above position begins on		and will continue to September 30, 20_____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

**This position can be shared*