



# Service Unit Team Member Position Descriptions





**Purpose: The Service Unit Events Coordinator enthusiastically facilitates and coordinates fun and exciting service unit programs and events that support and enhance the Girl Scout Leadership Experience.**

## **SERVICE UNIT EVENTS COORDINATOR POSITION DESCRIPTION**

The basic job description for the Service Unit Events Coordinator is listed below. We would like for you to be the first line of contact for all of our troops across your service unit regarding all programs and/or events and other duties as noted.

- Create, implement, and maintain SU calendar of programs and events; submit to council Program Department.
- Promote and encourage council-level initiatives, programs, events, and camp opportunities.
- Provide guidance, assistance and support with travel standards and insurance guidelines.
- Work with the service unit team to recruit volunteers to plan, implement and evaluate service unit events.
- Work with SU Treasurer to manage budget for all service unit events.
- Ensure that all events are girl-led, involving girls in brainstorming activities, the planning and implementation process when appropriate.
- Monitor and ensure compliance with health and safety standards for all service unit functions, as outlined by GSCCS and GSUSA guidelines.
- Ensure that all service unit events are open and accessible to all girls of appropriate grade level.
- Organize registration and payment methods for events, keeping accurate participation and financial records and receipts.
- Design flyers and advertising materials for events
- Ensure that girls and adults from varied social, cultural, ethnic, religious and economic backgrounds are considered when planning events.
- Complete Event Planning Training
- Assist in developing a plan to improve girl retention
- Submit all appropriate event applications and paperwork to council

# Service Unit Secretary

**Purpose:** The Service Unit Secretary leads the charge in keeping communication lines open.

## Service Unit Secretary Description

- Excellent communication skills are required for this role.
- Recording clear and concise minutes of all SU meetings.
- Have copies of the meeting minutes available at all service unit meetings.
- Developing and sending greetings, letters, reminders, and thank you notes.
- Send out meeting reminders.
- Share the meeting minutes from the month prior.
- Handle correspondence and prepare reports when needed.
- Perform administrative duties for the Service Unit.



# Girl Scout Leadership Experience Coach

**Purpose:** The Service Unit GSLE Coach plays a critical role on the Service Team and in her community. She—or he— is the enthusiastic “sales person” for the benefits of the Girl Scout Leadership Experience.

## Service Unit GSLE Coach Description

- Acts as the GSLE champion in the Service Unit, educating volunteers to the benefits of the national program materials and their role in developing leadership in girls
- Serves as a consultant for volunteers, answering questions and coaching them in the delivery of the GSLE
- Evaluates and ensures that the GSLE is evident in all troop and Service Unit programming
- Stays current on Council and GSUSA initiatives that support the Journey program
- Works with the Program Department to ensure girls and leaders understand how Journeys prepare girls for the Award process and program
- Serving as a mentor and cheer leader for our troop leaders while shepherding our new leaders down a path of rewarding experiences.
- Ensuring that troop leaders are informed about the resources that are available to them.
- Coaches volunteers on the resources available in the council’s website and Volunteer Tool Kit (VTK) and champions the use of the VTK.
- Advises troop leaders on Safety Activity Checkpoints, Volunteer Essentials, the money earning process, and the travel and high-risk activity approval process.
- Provides group and one-on-one grade level training/mentoring for service unit volunteers.
- Works with the service unit event coordinator to align events with the Girl Scout Leadership Experience (GSLE) and are relevant to the interests and needs of the girls.





**Purpose:** The **Service Unit Registrar** ensures the success of the Girl Scout registration process by enthusiastically and thoroughly performing the tasks needed to collect and process girl and adult annual membership registrations and place girl and adult members in troops.

## SERVICE UNIT REGISTRAR POSITION DESCRIPTION

The basic job description for the Service Unit Registrar is listed below. We would like for you to be the first line of contact for all of our troops across your service unit regarding registration, re-registration, troop placement and other duties as noted.

- Facilitate and coordinate placement and renewal efforts for members within the service unit.
- Contact girls, adults, and troops who have not re-registered for the current membership year to facilitate membership renewal.
- Ensure proper troop establishment according to GSUSA and GSCCS standards.
- Collaborate with Service Unit Manager and Team on setting membership recruitment and renewal goals and assist service unit with membership recruitment efforts.
- Assist Service Unit Recruiter and Service Unit Events Coordinator with hosting annual recruitment event(s).
- Ensure service unit is properly managing girl placements via wait list
- Work with Service Unit Cookie & GoNuts Directors to check all girls, troops, and adults who are selling product or who are responsible for product sales are registered Girl Scout members.
- Assist members in online registration and renewal.
- Provide administrative support at service unit meetings by:
  - ~ Providing training on the online registration process
  - ~ Communicate with Service Unit Product Directors to ensure all girls are registered prior to participating.

