 Service Unit Mentor (SUM)

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| **Purpose** | | | **Accountable To** | | **Term** | |
| Supports and guides a team of volunteers to deliver a quality Girl Scout experience for the adults and girls in a geographic area | | | Service Unit Volunteers and Volunteer Services Manager | | One Year Appointed by Service Unit Volunteers & GSCCS Staff May be reappointed based on performance | |
| **Responsibilities** | * Prepares a meeting agenda and makes a copy for every Service Unit attendee * Facilitates meetings * Communicates Service Unit meeting dates, times, and locations to volunteers in a timely manner * Invites new Troop Leaders to attend Service Unit meetings * Mentors Leaders and Service Unit Team * Stays current with Council guidelines | | | | | |
| **Other Responsibilities** | * Communicates with GSCCS Staff * Acts as an extension of Council * Provides advice * Creates an atmosphere of positivity within the Service Unit * Assists Leaders with questions * Subjective person to meditate disputes (creates less hostile dynamic- once a dispute gets to the Council level, it has escalated) * Provides conflict resolution * Supports the effective execution of Service Team roles and responsibilities * Presides over Service Unit meetings during the membership year * Utilizes Service Unit meetings to plan and discuss SU activities, promote Council services, provide training, distribute information, and interpret or clarify GSUSA and Council policies, standards, and procedures * Creates an atmosphere of appreciation within the Service Unit using both informal methods and formal GSUSA and GSCCS Adult Volunteer Awards & Recognitions * Recommend to Council Staff appointment of Service Unit volunteers * Keeps a current Service Unit roster | | | | | |
| **Required Qualifications** | * Registered & screened 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 * Able to maintain confidentiality when sensitive issues arise * Knowledgeable and versed on Council policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints* * Good oral, verbal and written communication (express ideas and facts clearly and accurately) | | | | | |
| 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*