 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
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| **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
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| **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)
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| 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*