

Service Unit Assistant Manager

Term:

October 20____ through September 20____

All Service Unit positions will have a two-year term limit. Following the two-year term limit, volunteers may express their interest for another two-year term and would participate in the selection process. Service Unit Volunteers may serve two consecutive terms and can then apply for another position or apply for the previously held position after at least a one term (two-year) break.

Purpose of this position: To aid the Service Unit (SU) Manager in providing leadership for the troop leaders and volunteers in a particular geographic area. Assisting with supporting volunteers and troops in your area, and creating an inclusive, diverse, and friendly environment for all GSSOAZ participants in collaboration with the Service Unit Manager and GSSOAZ.

Girl Scout Values:

- Role model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise & Law.
- Be up-to-date with all Girl Scout news, curriculum, policies, procedures and events in the area.
- Be available in the community to answer questions and connect with new volunteers in a positive and uplifting manner.
- Communicate in a respectful, prompt, and effective manner to peers and girls and maintain confidentiality where necessary.

Responsibilities:

- Complete all initial and recurring trainings required for your role on the Service Team.
- Assist the SU Manager with planning and coordinating area meetings, including scheduling, taking notes, logistics, etc.
- Collaborate with the Service Team to develop and a SU Plan of Work.
- Regularly review results of SU Plan of Work with Service Team and Service Unit at large.
- Serve as a backup to the SU Manager.
- Attend Service Team and Service Unit meetings.
- Welcome new volunteers to the area by inviting them to join social media pages, attend Service Unit events, and regularly scheduled Service Unit meetings.
- In collaboration with the SU team assist in planning and executing events to engage, recruit, and retain volunteers and Girl Scouts in the area.
- Be up-to-date with updates to Volunteer Essentials, Safety Activity Checkpoints and Blue Book of Basic Documents.

Qualifications:

- **Minimum of 2 years' experience as Troop Leader/Co-Leader or Service Team member.**
- **Ability to Focus on Girl Scouts:** Understand that the Girl Scout Leadership Experience is based on girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds
- Ability to speak and write clearly, accurately, and enthusiastically
- Basic knowledge about your community and its resources
- Demonstrate strong group and interpersonal communication skills, ability to lead.
- Strong DEI and cross-cultural communications skills, including the ability to communicate and recruit effectively with diverse communities who live in your service unit.
- All Service Team volunteers must maintain a registered membership and current background check with GSSOSAZ.
- Have read and signed Code of Conduct, Volunteer Essentials, and first 16 pages of the Safety Activity Checkpoints for the current membership year.
- Be organized, and have the ability to keep accurate and up to date records of events.
- Have regular access to a computer, internet, telephone and valid email address.