

# Service Unit Coordinator Position Description

**Summary:** Service Unit Coordinators support local Girl Scout members, especially troop volunteers, by acting as a local go-to Girl Scout resource and community organizer.

**Expected Commitment:** averages 5 hours per month, 1-year term of appointment (August-July) with option to renew annually

**Training Required:** GSEMA Service Unit Orientation (~90 min online at your own pace); additional resources also available

**Supported by:** GSEMA Volunteer Support Specialist (staff) in collaboration additional staff subject-matter experts

## Position Key Responsibilities:

- Collaborate with Volunteer Support and subject-matter expert Girl Scout staff by email, phone/Zoom, and in-person to address local community concerns, solve problems, and answer questions.
- Coordinate and lead meetings with troop leaders/volunteers at least 3x per year to engage local membership (recommend fall membership year kick-off, winter cookie season, and spring activities wrap-up).
- Provide local support to troop leaders by enthusiastically sharing GSEMA news, programs, membership initiatives, and more.
- Encourage community-wide participation in annual GSEMA membership registration seasons, including Early Bird spring registration.

## Service Unit Leadership Team Responsibilities:

As a leader within your Girl Scout community, you will:

- Work collaboratively with GSEMA staff across all departments and fellow volunteers.
- Model best practices by committing to the principles of the Girl Scout Movement, including the Girl Scout Promise and Law, and following GSEMA Volunteer Policies & Procedures.
- Build and contribute to a service unit team by empowering and encouraging volunteers to take on roles and projects within the local Girl Scout community (e.g., planning town-wide events, community service projects, working a recruitment table at an event, etc.).

## Qualifications:

- Complete appointment interest interview with Volunteer Support Specialist.
- Agree to the volunteer provisions listed in the [annual Online Volunteer Agreement](#), including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation, or differing abilities.