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Service Unit Volunteer Position Description

- Volunteer Position:** Service Unit Coordinator
- Summary of Position:** In partnership with Girl Scouts of Eastern Massachusetts (GSEMA) staff, lead the service unit team, volunteers and families through the Girl Scout troop year by coordinating regular meetings, promoting and communicating council initiatives and objectives, and providing guidance and support to service unit members.
- Reports to:** GSEMA Volunteer Support Specialist
- Required Training:** Troop Pathway Orientation, Service Unit Coordinator training
- Term of Appointment:** One year (Aug 1 – July 31). This position is appointed by Volunteer Support Specialist with recommendations from the service unit.

Duties and Responsibilities:

- Serve as the lead member of the service unit team.
- Facilitate regularly scheduled service unit meetings at least three times per year.
- Partner with GSEMA staff and serve as key liaison to ensure the service unit and troops/groups adhere to the guidelines and policies found in Girl Scouts of USA (GSUSA) and GSEMA Volunteer Policies and Procedures, Volunteer Essentials and Safety Activity Checkpoints.
- Communicate regularly via email, phone, meetings or social media to provide GSEMA and local service unit updates and information to volunteers in the service unit.
- Cultivate community relationships while working with volunteers and staff to support and promote Girl Scouting and the Girl Scout Leadership Experience.
- Support year-round membership recruitment and retention plans that reflect the diversity of the service unit population and provide a welcoming and inclusive environment for every girl and her family within the service unit.
- Attend service unit coordinator meetings, including GSEMA's **Volunteer Conference** and/or SUN Day kick-off event.
- Mentor new volunteers in order to provide them with a quality Girl Scout experience.
- Acknowledge and celebrate volunteers in the service unit for outstanding volunteer work.
- Recruit service unit team members and provide recommendations to GSEMA staff members for appointment.
- Be a positive role model to girls and adults by acting with integrity and adhering to the Girl Scout Promise and Law.
- Serve as an ambassador for the Girl Scout mission and council by maintaining a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA while working collaboratively with GSEMA staff partners.



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Optional Responsibilities:

- Become an authorized co-signer on the service unit bank account.
- Become an approved GSEMA CORI/SORI Authorized Representative and sign CORI/SORI Acknowledgement Forms verifying volunteers to their government-issued photographic identification in compliance with **GSEMA's** Criminal Background Check policy.

Qualifications:

- Registered member of Girl Scouts by the date assigned to position.
- Have an approved and current criminal background check **listed in GSEMA's records**.
- Agree to the responsibilities and duties listed in online Service Unit Coordinator Agreement.
- Accept 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.
- Demonstrate dependability, honesty and credibility.
- Express ideas and facts clearly and accurately, both verbally and in writing.
- Actively involved and knowledgeable about Girls Scouts.
- Access and ability to use computer, internet and phone.