
Year



Name (Please Print)

Girl Scouts of Swift Water Council
P. O. Box 10832
Bedford, NH 03110-0832
T 603 627 4158 F 603 627 4169
www.swgirlscouts.org

Service Unit

SERVICE UNIT MANAGER ANNUAL VOLUNTEER SERVICE DESCRIPTION AND APPOINTMENT

Reports to: The Regional Membership Marketing Director, who delegates the responsibility and authority to develop, maintain, and administer Girl Scouting in the service area.

Responsibilities:

- Guides the adult volunteers in the community to adhere to, carry out and communicate national and council policies including registering a group before it meets for the first time.
- Recruits, selects, and appoints group leaders and their assistants.
- Recruits, selects, appoints and encourages active participation of a Service Team and short-term positions as needed (i.e. for community-wide events, chairperson for cookies, calendars, camporees)
- Ensures adult volunteers complete an application with references and sign an annual volunteer service description and appointment, receive orientation and take adequate training to carry out their commitments.
- Provides ongoing supervision and performance evaluations for all appointed volunteers.
- Notifies the Area Training Coordinator and/or Regional Staff when training courses are needed.
- Assesses the Girl Scout needs in the community and develops an annual plan of work to meet those needs.
- Keeps informed by taking training, attending council-wide Service Unit Manager meetings, and local cluster meetings and through reading the Leader Magazine, Current, Wavelength, Undercurrent, website, etc.
- Interprets and promotes council and area-wide opportunities, activities and information by meeting regularly with all of the volunteers in the Girl Scout Community.
- Supports, interprets and assists council fund raising in the community. Oversees group money-earning activities and group financial records.
- Takes ongoing training for the position.
- Attends and participates in related meetings (i.e. service team, community, constituency, training, etc.)
- Follows standards as stated in GSUSA Safety-Wise.
- Participates in the Volunteer Management System.
- Promotes Girl Scouting as a positive force in the community.
- Attends yearly Constituency meeting and encourages the attendance of all registered members over 14 years of age.

Qualifications:

Meets GSUSA membership requirements as stated in the Blue Book of Basic Documents:

... accepts the principles and beliefs as stated in the Preamble of the Constitution,
... has paid annual or lifetime membership dues
... meets applicable membership standard.
Adheres to and carries out national and council policies and procedures.

Benefits to Volunteers:

Training and other learning opportunities, support in the position, council publications, references upon request, liability insurance, and supplementary accident insurance, as part of national and/or council membership.

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I meet and will abide by the above qualifications, I will assume the above responsibilities, and accept the appointment of **SERVICE UNIT MANAGER** for

_____ Service Unit.

I acknowledge that, while my volunteer appointment is for the term described below, my appointment can be terminated at any time by the below-named GSSWC designee or by me for any reason or no reason.

Date: _____ Signature: _____
Service Unit Manager

Term: _____ Signature: _____
GSSWC Staff Member