

Service Unit Position Summaries

Below are summaries of each position. Complete position descriptions can be found on the [website](#).

Service Unit Manager - required

The Service Unit Manager serves as a knowledgeable, positive and encouraging source of support for the entire Service Unit Team and enthusiastically engages others in carrying out the team's plans for membership development and delivery of a quality Girl Scout experience. *Excellent communication skills and at least one year of active Girl Scout volunteer experience with a troop and/or service unit are required for this important role.*

Service Unit Treasurer - required

The Service Unit Treasurer manages and maintains the service unit checking account. The treasurer ensures that finance policies and processes are being followed by the SU team, and serves as a knowledgeable resource for all volunteers regarding troop finance. *Excellent communication skills and knowledge of Microsoft Excel is required.*

Service Unit Fall Sale Coordinator - required

The Service Unit Fall Sale Coordinator plays an important role in supporting new and existing troops through the Fall Sale Program. This role's duties include attending council training, conducting service unit volunteer training, providing support and continuous communication and accepting product and distributing product. *Excellent computer and communication skills and a flexible schedule are required for this role.*

Service Unit Cookie Sale Coordinator - required

Service Unit Cookie Sale Coordinator supports the Cookie Sale Program for area troops and girls during this exciting time of year! This role's duties include attending council training, conducting service unit volunteer training, providing support and continuous communication and accepting product and distributing product. *Excellent communication and computer skills and a flexible schedule are required for this role.*

Service Unit Cookie Cupboard Manager

The Service Unit Cookie Cupboard Manager attends council training, secures an approved cupboard location in the community and manages the inventory to keep cookies in stock and moving so local girls can maximize their cookie business success. *Excellent communication and computer skills, access to a mobile friendly device, and a flexible schedule are required for this role.*

Service Unit Recruiter

Be the face of Girl Scouts in your community, and help reach EVERY girl! Service Unit Recruiters work in tandem with Membership Development Specialists and Service Unit Managers to actively seek out opportunities to recruit girls and volunteers in the area. *A strong passion for Girl Scouts, excellent communication skills, flexible schedule, and being comfortable speaking in front of a group are required skills for this role.*

Service Unit Event Coordinator

The Service Unit Event Coordinator plans events that educate and inspire Girl Scouts in their leadership experiences. They also serve as a resource to other volunteers who are planning events. *Excellent communication skills, knowledge of Microsoft Excel and previous Girl Scout event knowledge is required.*

Service Unit Secretary

The Service Unit Secretary leads the charge in keeping meeting minutes and keeping communication lines open. *Excellent communication skills are required for this role.*

Service Unit Volunteer Mentor

The Service Unit Volunteer Mentor uses Girl Scout expertise to provide support to new and seasoned volunteers as needed. *Excellent communication skills and good computer skills required. Previous Girl Scout experience and willingness to stay up-to-date on the Girl Scout materials and resources available is required for this role.*

Service Unit Individually Registered Member Coordinator

Sometimes Girl Scouts are not part of a troop, but still participate as an Individually Registered Member (IRM). We want these girls to have a champion who ensures that they have the best possible customized Girl Scout experience.

The Individually Registered Member Coordinator is the liaison between the service unit and the IRM's in your area, keeping the girls and their caregivers informed of programming, awards, camp, and other opportunities. This volunteer would also work closely with the SU Cookie Sale and Fall Sale Coordinators to support the IRM's and their caregivers through the Product Sale Programs. *Previous Girl Scout experience and willingness to stay up-to-date on the Girl Scout materials and resources available is required for this role.*