



# Service Unit Position Summaries

*Service units at minimum should have the \* positions filled. A detailed description of each role can be found under Service Unit Resources at [gsdakotahorizons.org](http://gsdakotahorizons.org).*

## **Service Unit Manager \***

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 \***

The Service Unit Treasurer manages and maintains the service unit checking account. The treasurer ensures that finance policies and processes are being followed, 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 Product Manager \***

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

## **Service Unit Cookie Manager \***

Service Unit Cookie Manager supports the Cookie Program for area troops and Individually Registered 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, accepting and distributing product and rewards. Excellent communication, regular access to computer and email, 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**

Service Unit Recruiters work in tandem with the Membership Team 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 and at least one year of Girl Scout experience 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 and computer skills required.

### **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 Girl Coordinator**

The Service Unit Individually Registered Girl (IRG) Coordinator works with Girl Scouts who are not part of the troop and serve as the liaison, keeping the girls and their caregivers informed of programming, awards, camp, and other opportunities. The IRG Coordinator also works closely with the SU Cookie and Fall Product Managers to support the IRGs through the Product 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.