VOLUNTEER POSITION DESCRIPTION
SERVICE UNIT MEMBERSHIP AND VOLUNTEER SUPPORT MANAGER

SUMMARY: The Service Unit Membership and Volunteer Support Manager is responsible for providing support and mentorship for unit volunteers. Working with a group of service unit volunteers, the Service Unit Membership and Volunteer Support Manager oversees girl and adult member growth and retention. Additionally, the Service Unit Membership and Volunteer Support Manager cultivates, and maintains relationships with community partners and works collaboratively with other Service Unit Leads and council staff.

TERM OF APPOINTMENT: The Service Unit Membership and Volunteer Support Manager is appointed for a term of one program year but may be eligible for reappointment.

ACCOUNTABILITY: The Service Unit Membership and Volunteer Support Manager is accountable to the Membership Manager.

RESPONSIBILITIES:
- Work in partnership with the membership manager to develop a plan to achieve the goals that have been set in accordance with the council's overall strategic objectives and to coordinate and support the overall efforts of the area's administrative team.
- Collaborate with council recruitment team to support logistics of growth and retention.
- Establish, cultivate, and maintain contact with community organizations, faith communities, and businesses to promote Girl Scouting, recruit volunteers, and organize collaborative partnerships.
- Work in partnership with other service unit leads to plan and help deliver area/service unit and administrative team meetings to ensure the distribution of resources, training and networking needs of the area are met.
- Encourage the participation of new volunteers to area/service unit meetings; ensure new volunteers are welcomed, introduced and oriented to available area and council resources for ongoing support.
- Support, encourage and promote the efforts of other administrative team members to ensure program opportunities, trainings, events, recognitions and other initiatives are successful.
- Remain informed of the current GSLE program and ensure volunteers receive the necessary support and resources to understand and successfully deliver the GSLE to girls.
- Remain informed about and comply with all current policies, procedures and guidelines (*Volunteer Essentials* and *Safety Activity Checkpoints*) of GS-NCCP and GSUSA.

QUALIFICATIONS AND CORE COMPETENCIES:
Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.
Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.
Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.
Oral Communication: Practice positive communication skills and express ideas clearly and accurately.
Foster Diversity: Understand, respect and embrace individual differences.
Additional Requirements:
- Registered member of GSUSA and a valid background check.
- Completion of any required training assigned and provided by GS-NCCP and GSUSA.
- Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

Service Unit Membership and Volunteer Support Manager Name: _____
Date: _____ County/Service Unit: _____

Complete and provide copies to: Service Unit Membership and Volunteer Support Manager and Membership Manager
VPD102a/7-22