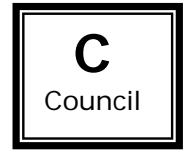




Girl Scouts-Wilderness Road Council  
Volunteer Position Description



Name: \_\_\_\_\_

Service Unit: \_\_\_\_\_

**Position Title:** Service Unit Manager In Training

**Reports To:** Membership Specialist

**Term of Appointment:** One year.

**Position Summary:** Shadow and assist the Service Unit Manager in completing her duties for the purpose of becoming the Service Unit Manager at the end of her term.

**Duties and Responsibilities:**

1. Assist the Service Unit Manager by:
  - Helping recruit place and supporting leaders and service team members within the service unit.
  - Planning and conducting service team and service unit meetings in the service unit.
  - Managing service unit finances.
2. Supporting and promote all levels of Girl Scouting within the community
3. Support national and council standards and guidelines and encourage members and troops/groups within the service unit to maintain them.
4. Communicate and when possible support the council's efforts to secure financial goals through adult generated fund raising opportunities.

**Qualifications:**

1. Believe in the aims and purposes of the Girl Scout movement
2. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
3. Follow the guidelines established in *Safety-Wise* and the *Blue Book of Basic Documents*.
4. Be able to work with adults and to delegate and share authority.
5. Know, or be willing to learn, about the Girl Scout organization and council.
6. Be able to meet deadlines and responsibilities, and to maintain confidentiality.
7. Take training for the Service Unit Manager position.

**Time:** 2-5 hours per month depending on size of the Service Unit.

**I understand and agree to the duties, responsibilities and qualifications of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**