

Girl Scouts of Central Texas Service Unit Lead – Operations

Position Summary: This position is responsible for providing leadership, management, and fiscal oversight for volunteers in an assigned geographic area. Additionally, this service unit lead provides oversight and direction for the Fall Product Program, Cookie Program, Girl Campaign, and scout house (if located in area) and works collaboratively with other service unit leads and council.

Accountability: Appointed for the assigned service unit and accountable to GSCTX membership staff or other appropriate GSCTX staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Maintains accurate financial records for the service unit, including assisting troops in opening, transferring, and/or closing bank accounts.
- Be a signer on troop bank accounts and file service unit financial reports.
- Collaborates closely with other service unit leads and council staff to develop the service unit budget and process in achievement.
- Oversees committee of service unit team members involving Girl Campaign coordinator, fall product manager, cookie manager, cookie booth manager, scout house manager, and/or equivalent service unit positions.
- Reviews and audits group finances and bank reconciliations, as requested.
- Provides oversight of the Fall Product Program and Cookie Program, logistics, and communications.
- Provides training on the sales process, including strategies, documentation requirements, collection of money, and the importance of enforcing safety protocols.
- Motivates and encourages Girl Scout members to formulate and achieve their goals.
- Openly communicates with council staff about challenges, trends, successes, and progress towards service unit goals and objectives.
- Manages communication and works to resolve conflicts or difficulties in an appropriate manner.
- Adheres to the policies of the Girl Scouts and promotes Girl Scouting in a positive manner to the public as well as to all internal and external customers.

Position Commitments:

- Effective communication skills, both orally and written, and attention to detail.
- Proven record of budget management and fiscal responsibility.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.

- Be a registered adult member of GSUSA, have a current eligible criminal background check on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Leadership and budget management
2. Time management and prioritizing tasks
3. Communication and improved interpersonal skills