girl scouts
of central texas

Girl Scouts of Central Texas
Service Unit Scout House Manager

Position Summary: This position is responsible for assisting the Girl Scouts of Central Texas (GSCTX) in the maintenance of the Girl Scout house within a designated geographical area. In partnership with the service unit team, the service unit scout house manager provides support to volunteers and aids in meeting service unit specific goals and making a difference in the lives of Girl Scouts in their community.

Accountability: Appointed for the assigned service unit and accountable to the Service Unit Leadership Team or other appropriate Girl Scouts of Central Texas (GSCTX) staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:
- Works with GSCTX Facilities Department to ensure upkeep, cleanliness, and safety of the Girl Scout house.
- Serves as the contact person for the Girl Scout house's usage inquiries.
- Completes and submits monthly Girl Scout House Maintenance Report and Attendance Report to GSCTX.
- Documents income from Girl Scout house rentals and expenses to be included in the annual Service Unit Finance Report.

Position Commitments:
- Ensures that compliance with regulations governed by the following is met: GSUSA and GSCTX Policies and Procedures, including management of service unit finances if necessary.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit scout house manager position and checks in with your GSCTX membership staff for the most up-to-date training path.
- 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. Facility management
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills
4. Recordkeeping and budgeting
5. Time management and prioritizing tasks