



Girl Scouts of Central Texas Service Unit Director

Position Summary: This position is responsible for ensuring the smooth operation of the service unit and for overseeing, advising, and supporting the service unit team in a designated geographical area.

Accountability: Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate GSCTX staff.

Responsibilities:

- Oversees the recruiting of service unit team members and ensures all service unit team members submit the [GSCTX Service Unit Roster form](#) annually.
- Maintains an up-to-date list of service unit team members and their position(s).
- Identifies, recruits, supports, and inspires service unit team members to help carry out plans and activities to meet service unit goals.
- Works with the service unit event director, event coordinators, and community service coordinator to engage and retain existing youth and adult members through service unit events and community service.
- Plans, schedules, and chairs meetings for the service unit team and service unit.
- Promotes and encourages attendance of Volunteer Enrichment Conference and Trailblazers.
- Openly communicates with council staff about challenges, trends, successes, and progress towards service unit goals and objectives.
- Works to resolve conflicts or difficulties in an appropriate manner.
- Attends Jumpstart trainings to meet new troop leaders.
- Ensures that all adults working with youth members and/or handling money have a current eligible criminal background check and Youth Protection training on file with GSCTX and are registered Girl Scout members.
- Submits the [GSCTX Service Unit Roster form](#) annually to accept/renew the role.
- Participates in succession planning for the position.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the 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 and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

Top Skills You Will Gain From This Position:

- 1 Leadership
- 2 Teamwork and collaboration
- 3 Communication and improved interpersonal skills
- 4 Time management and prioritizing tasks