



Girl Scouts of Central Texas Service Unit Girl Scout House Manager

Position Summary: This position is responsible for assisting Girl Scouts of Central Texas (GSCTX) in the maintenance of the Girl Scout house within 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:

- Works with the 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 the monthly Girl Scout House Maintenance Report and Attendance Report to GSCTX.
- Documents income from Girl Scout house rentals and expenses and submits them to the service unit treasurer or service unit lead – operations during the first week of April to be included in the annual Service Unit Financial Report.
- 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. Facility management
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills
4. Recordkeeping and budgeting
5. Time management and prioritizing tasks