



## **Girl Scouts of Central Texas** **Service Unit Lead – Membership & Volunteer Support**

**Position Summary:** This position is responsible for providing leadership and management oversight for volunteers in an assigned geographic area as they work to recruit and retain youth and adult volunteers. Additionally, this service unit lead establishes, cultivates, and maintains relationships with community partners.

**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:**

- Collaborates with other service unit leads and council to meet service unit goals and facilitate service unit monthly and team meetings.
- Recruits, oversees, advises, and supports a committee of service unit team members, including troop school organizers and troop coaches and ensures committee members submit the **GSCTX Service Unit Roster form** annually.
- Implements a comprehensive set of goals and plans for youth and adult membership recruitment and retention established by council.
- Increases the positive impact of Girl Scouts in your community by meeting or exceeding annual membership recruitment, lead generation, and retention goals for youth and adult members.
- Ensures all grassroots engagement activities establish and maintain access to Girl Scouting among a diverse population.
- Ensure a positive Girl Scout experience for leaders, volunteers, and youth members.
- Provides new leader support and onboarding, including Jumpstart training.
- Promotes council's spring renewal campaign.
- 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 the GSCTX Volunteer Enrichment Conference and spring retreat.
- 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. Event planning and creative thinking
3. Problem-solving and adaptability
4. Communication and improved interpersonal skills