

Girl Scouts of Central Texas Service Unit Lead – Programs

Position Summary: This position is responsible for providing leadership, management, and programs/event oversight for volunteers in an assigned geographic area. Additionally, this service unit lead provides oversight and direction for implementing the Girl Scout Leadership Experience (GSLE) for Girl Scouts participating in the service unit.

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 staff to meet service unit goals and facilitate service unit monthly and team meetings.
- Oversees logistics for local Girl Scout programming in the assigned service unit including events, community service, and recognitions.
- Ensures service unit events are inclusive, accessible, and align with the GSLE and ample opportunities are available for events to be Girl Scout-led.
- Ensures that quality Girl Scout programming is provided to all youth members and shares GSLE resources with the service unit.
- Recruits, oversees, advises, and supports a committee of service unit team members including event coordinators, event director, community service coordinator, silver award consultant(s) and manager(s), volunteer recognitions coordinator, youth recognitions coordinator, recognitions committee members, and communications coordinator and ensures all committee members submits the [**GSCTX Service Unit Roster form**](#) annually.
- Assists troops and provides resources on best practices for implementing events and programs at the troop and service unit level.
- Promotes the GSCTX Volunteer Enrichment Conference and Trailblazers and encourages volunteers to attend them.
- 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 and event management
2. Teamwork and collaboration
3. Communication and improved interpersonal skills.
4. Time management and prioritizing tasks.