



VOLUNTEER POSITION DESCRIPTION

SERVICE UNIT ADMINISTRATOR

(COMMUNITY TEAM ORGANIZER)

Summary: The Service Unit Administrator is responsible for representing Girl Scouting within identified communities by leading task forces, participating on community committees, and advising staff and volunteers on how best to cultivate relationships within identified communities, based on target markets and membership strategy. The nature of this position requires the individual to provide indirect service to girls.

Term of appointment: The Service Unit Administrator is appointed for a one year term that is renewable upon completion of evaluation processes.

Supervision: The Service Unit Administrator reports to and is appointed by the Membership Executive.

Support: The Service Unit Administrator receives support, guidance, and encouragement from the Membership Executive. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Advise staff and volunteers on how best to cultivate relationships within identified communities, based on target markets and membership strategy.
- Work with Membership Executive and appropriate service-delivery teams in the development of community-focused strategies for recruiting and engaging girls and volunteers.
- Work with the Membership Executive and appropriate service-delivery teams in developing an overall integration strategy to align new members to current services.
- Oversee and deploy membership strategies on targeted communities.
- Ensure regular collaboration among the Membership Executive, Organizer and Adult and Girl Recruiters.
- Ensure the recruitment and placement of bilingual and culturally sensitive volunteers, as appropriate.
- Represent Girl Scouting in the specific community of focus.
- Continuously educate target community about Girls Scout offerings.
- Monitor all troop and unit activities to ensure compliance with Girl Scouts Louisiana East and GSUSA policies, standards, and procedures.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Demonstrate commitment to girls by supporting the council's annual giving campaign and the council's cookie sale
- Monitor all troop and unit activities to ensure compliance with Girl Scouts Louisiana East and GSUSA policies, standards, and procedures.
- Keep service unit records and submit reports as requested.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Louisiana East and Girl Scouts of the USA (GSUSA).

Qualifications and core competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.

- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Know how to use e-mail and the Internet.
- **Additional requirements:**
 - Experience in community organizing and demonstrated networking abilities
 - Proven community expertise and participation in targeted community
 - Proven experience and success with group and team management
 - Bilingual preferred (if applicable)
 - Must become a registered member of GSUSA
 - Complete required coursework as assigned and provided by Girl Scouts Louisiana East and GSUSA

SU Administrator signature: _____ Date: _____

Membership Exec signature: _____ Date: _____

Original sent to Volunteer Management Dept: Date: _____/_____/_____