



Service Unit Operations Coordinator

The Service Unit Operations Coordinator supports and promotes all levels and pathways of Girl Scouting within a geographic area. She/he takes the lead regarding SU financial matters, as well as provide support for recruitment and retention. She/he is a positive liaison between council staff and the Service Unit.

Required Skills for Service Unit Operations Coordinator

- Ability to manage or oversee the functions of the Service Unit
- Administrative ability including attention to detail and record keeping.
- Ability to communicate regularly with SU membership via email or other methods as needed.
- Be able to work with adults and to delegate and share authority.
- Willingness to contribute to a supportive Service Unit environment.

Responsibilities of Service Unit Operations Coordinator

- Provide oversight to the duties of the Service Unit Finance Consultant, including monthly review of bank statements, management of service unit bank account, and disbursement of Individually Registered Girl Funds.
- Ensure that the yearly Service Unit Finance Activity Report is accurate and submitted on time.
- In collaboration with other service team members, create a yearly budget for the service unit.
- Empower leaders and service team members to complete requirements of their position.
- Help plan and conduct service team and service unit meetings. Work in conjunction with the Service Team and Volunteer Experience Manager to develop and implement a yearly plan for Service Unit success.
- Support leaders and service team members within the service unit to reach membership goals.
- Partner with council staff School Recruiter and SU Program Coordinator in executing year round recruitment of girls in all pathways.
- Maintain ongoing communication with service unit, parent/guardians, and council staff.
- Attend Service Unit Key Partners Meetings.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSWNY and GSUSA.

Supervision & Support: Service Unit Operations Coordinator is supported by and accountable to the Volunteer Experience Manager and the Volunteer Experience Team.

Service Commitment: The Volunteer Experience Manager will appoint the Service Unit Operations Coordinator for a one year renewable term in which she/he can expect to provide a minimum of 7-10 hours of service monthly depending on the needs of the Service Unit.

Responsibilities of ALL GSWNY VOLUNTEERS

- Must become a registered member of GSUSA
- Complete required background check and coursework as assigned and provided by GSWNY and GSUSA
- Be able to meet deadlines and responsibilities, and to maintain confidentiality.
- Follow the guidelines, policies, procedures, and standards of GSWNY and GSUSA.
- Be a positive voice for Girl Scouts of Western New York.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.

I understand and agree to the responsibilities and qualifications of this position.

Signature

Date
