



## Service Unit Troop Manager

The Service Unit Troop Manager acts as a liaison between the Service Unit and Council in regards to recruitment and placement of girls.

### Required Skills for Troop Manager

- Administrative ability including attention to detail and record keeping
- Ability to collaborate and work as a team with GSWNY placement staff and leaders in the service unit
- High degree of comfort and regular access to email
- Passion to grow and maintain a strong girl and volunteer membership in service unit
- Willingness to contribute to a positive, supportive Service Unit environment.

### Responsibilities of Troop Manager

- Encourage use and provide ongoing support for troop leaders and service team members with on-line registration.
- Encourage Spring Renewal and On-Time registration as well as communicate incentives offered.
- Work with troop leaders and council staff to determine new troop needs and to build a strategic Opportunity Catalog.
- Work with Council and placement Specialists with placing girls and volunteers.
- An understanding how the girls and volunteer placement works and an understanding of the Service Unit rosters supplied by the Council
- Review Service Unit Rosters provided by the Council for accuracy and submitting any updates to the Placement Specialists
- Prepare and distribute service unit rosters at the Service Unit meetings
- Attend Service Team and Service Unit meetings
- Regular and timely communication with Placement Specialist.

**Service Commitment:** The Service Unit Manager, with approval from the Volunteer Experience Manager, will appoint the Service Unit Troop Manager for a one year renewable term in which she/he can expect to provide a minimum of 3 hours of service monthly depending on the needs of the Service Unit.

**Supervision & Support:** The Service Unit Troop Manager is supported by and accountable to the Service Unit Manager and the GSWNY Placement Specialist.

### 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.