

Service Unit Assistant Director

Summary

Service Unit Assistant Director is key to helping Girls find success in the Girl Scout program by supporting the Service Unit Team.

Term of Appointment

The Assistant Director is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four years of service.

The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.ⁱ

Support Team

- Service Unit Team
- Girl Scouts of Utah Council Staff
- Member Support for immediate issues at info@gsutah.org or 801-265-8472

Required Training

- Annual Leadership Summit

Responsibilities

Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Support the Service Unit Director in communicating the Service Unit annual plan and annual goals to the entire Service Unit.
- Support other Service Unit Team members in accomplishing Service Unit goals.
- Lead by example.

Support Regular Service Unit Meetings

- Gather Service Unit leaders for regular meetings to:
 - Build connections between Adult Leaders within the Service Unit.
 - Plan for Service Unit level program delivery and special events.
 - Train, mentor and recognize Troop Leaders to ensure girls have a positive experience.

- Communicate important council updates that impact the health of the Service Unit and the Girl Scout movement.
- Secure a meeting place for regular Girl Scout Service Unit meetings.
- Create monthly agendas with input from the Service Unit Team.
- Ensure effective meeting notes or minutes are taken and shared with all troop and Service Unit leaders prior to the next Service Unit meeting.

Engage Service Unit Adults to Support Local Girl Success

- Involve all troop leadership and Juliettes in Service Unit activities and events.
- Ensure meeting announcements and notes are shared with all volunteers within the Service Unit.
- Provide support and encouragement for all Service Unit Volunteers to complete their designated tasks.
- Mentor leaders and volunteers to lead in the Girl Scout way.
- Understand and enforce the most recent Girl Scouts of Utah version of “Safety Activity Check Points” and “Volunteer Essentials.”
- Effectively practice the Girl Scout Conflict Resolution Policy outlined in “Volunteer Essentials” as needed. Use the F.A.I.R. process when mediating conflicts.
- In partnership with Council staff, reach out to troop and adult leaders who do not participate in meetings to better understand and support local troop needs.
- Ensure that parents of girls participating in the Juliette program are included in Service Unit coordinated events and correspondence.

Build Strong Leaders and Welcome New Troop Leaders

- Support the Volunteer Support Director in creating a positive first-year experience for new troop Leaders.
- Ensure Troop Leaders who are new to the Girl Scout movement are contacted, welcomed and aware of:
 - Service Unit meetings: date, time and location.
 - Service Unit will communicate with the leader: Facebook, emails, texts, phone, etc.
 - Service Unit Team leadership roles and contact info.
 - How the troop contributes to and is supported by the Service Unit annual plan.

Placement and Reappointment Process

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.
- Participate in Summer Leadership Summit Training.

- After first six months of service, meet with the Service Unit Team and designated Council staff member for a preliminary performance evaluation.

Qualification Requirements

- Current adult Girl Scout member in good standing.ⁱⁱ
- Good organizational and planning skills.
- Experienced and skilled in using basic computer programs.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.

Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and council wide events.

Benefits of Service

- Play an integral role in girl development
- Connect to the legacy of Girl Scouts
- Develop leadership skills
- Develop planning, organizing, and budgeting skills

ⁱ Evaluations will be based on fulfillment of responsibilities in this job description and “Volunteer Safety and Conduct Policies” in *Volunteer Essentials*.

ⁱⁱ To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30th, and follow “Volunteer Safety and Conduct Policies” outlined in *Volunteer Essentials*.