



Service Unit Administrative Lead

Volunteer Position Description

TITLE:	Service Unit Administrative Lead
COORDINATES WITH:	Service Unit Operations Team
ESTIMATED HOURS:	Monthly - 6
TERM MINIMUM:	1 membership year (October 1-September 30)
TERM LIMIT:	Flexible (renewed annually)

POSITION SUMMARY

The Service Unit Administrative Lead organizes, facilitates, and takes notes for SU meetings, maintaining an up-to-date SU roster, and SU calendar of meetings, events and activities and ensures the accuracy of Service Unit records.

SU ADMINISTRATIVE LEAD – DUTIES AND RESPONSIBILITIES

- Organize and facilitate Service Unit meetings including preparing and sharing agendas, taking notes and sharing them with the team.
- Work closely with Badgerland to maintain an up-to-date Service Unit roster.
- Serve as a resource to connect the SU Team to the Service Unit members.
- Maintain an up-to-date calendar of the SU meetings, events and activities.
- Keep accurate records of Service Unit goals, progress and updates.

ALL MEMBERS – DUTIES AND RESPONSIBILITIES

- Be a registered and background checked member of Girl Scouts of the USA aged 18 or older who lives the values of the Girl Scout Promise & Law.
- Attend Service Unit meetings and assist in developing the Plan of Success for the Service Unit.
- Adhere to all current policies, standards, and procedures for Girl Scouts of the USA and Girl Scouts of Wisconsin – Badgerland Council, Inc.
- Complete all position-related training provided by Badgerland and Service Unit.
- Maintain regular communication with the Service Unit Leadership Team.

- Act as a liaison between Badgerland and the SU, openly communicating with Badgerland about successes, challenges, trends, and progress toward SU goals.
- Promote and portray Girl Scouts in a positive manner to the public, volunteers, girls, and families.
- Actively support Badgerland's Strategic Focus within the Service Unit.

INDIVIDUAL CORE COMPETENCIES

- **Innovative Solution Seeker:** Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- **Emotionally Intelligent:** Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- **Gumption & Drive:** Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- **Diversity & Equity Advocate:** Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.
- **Collaborative & Open to Learn:** Work effectively in teams to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.

BADGERLAND STRATEGIC FOCUS

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought-after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our members understanding that they include troop co-leaders, girls, parents, donors, volunteers, and partners.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.