

# Service Unit Position Description

Term Year \_\_\_\_\_

**TITLE:** Service Unit New Leader Mentor

**PURPOSE:** Welcome new leaders and introduce them to National, Council and Service Unit resource to both support and enhance their first-year experience in order to achieve Troop Leadership renewal and member retention.

**APPOINTED BY:** SUVM

**REPORTS TO:** SUVM and Volunteer Manager

**DIRECT REPORTS:** N/A

**TERM OF APPOINTMENT:** Appointed for a one-year term that is renewable annually

**TIME COMMITMENT:** Year-round, monthly time varies and is based on the number of new Troop Leaders

**REQUIRED POSITION:** No

**KEY RESPONSIBILITIES:**

- Actively welcome new Troop Leaders to Girl Scouting, our Council and the Service Unit
- Work closely with the SUVM to inform of New Leaders; as well as date of the anticipated first SU meeting
- Ensure SUVM is informed of New Leaders and incorporate into each meeting agenda
- Attend Service Unit meetings; ensure the duties of this position are clearly delegated to another volunteer for meetings that cannot be attended
- Ensure personal introductions take place at the New Leader's first SU meeting
- Develop and implement an in-person Service Unit Orientation for New Leaders that gives the story of the SU, identifies the peer resources on the SU team members, share SU-specific activities or traditions and explain any SU-specific processes (e.g. Cookie Booth selection, Court of Awards, Adult Recognition, etc.); recommend that the orientation be approx. 45-60 minutes in length, include printed reference materials, offered a minimum of four times annually and run concurrently to a regularly scheduled SU meeting
- Share best practices and ideas for leading successful troops throughout the Leader's first year; especially initial activities such as hosting a Parent Meeting, planning the first 2-8 Troop Meetings and creating a girl-led atmosphere with progression
- Maintain regular monthly contact with New Leaders; consistently encouraging participation in SU meetings
- Adhere to the New Leader Mentor Timeline; utilize the tool to inform New Leaders of key activities year-round
- Practice positive communication and agree to both give and receive constructive feedback
- Maintain positive relationships with the Service Unit team members, staff and volunteers
- Celebrate the successes of, and provide regular positive reinforcement for, New Leaders

(continued)

## PREFERRED SKILLS:

- Maintains active use of MyGS Community and VTK with a completed Year Plan
- Remains familiar with Service Unit events, processes and standards
- Remains familiar with Troop Essentials and Volunteer Essentials courses; agrees to take both courses once each Girl Scout year
- Remains familiar with the most recent version of GSUSA's Safety Activity Checkpoints
- Remains familiar with GSUSA's Blue Book of Basic Documents
- Remains familiar with the National Program Portfolio (e.g. Badges, Journeys and High Awards)
- Remains familiar with programs offered by GSSEF as well as the online registration process
- Accepts the principles of the Girl Scout Movement and the Girl Scout Promise and Law
- Strong skill set, and willingness to utilize, technology for communication, including regular use of phone calls, text messaging, internet, email and social networking sites
- Willingness and flexibility to spend the time necessary to work with new Troop Leaders
- Willingness to share information with, and be responsive to, SUVM and staff Volunteer Manager
- Completes coursework and training, as needed, provided by GSSEF and GSUSA
- Bilingual is a plus

## ESSENTIAL REQUIREMENTS:

- Currently registered adult member of GSUSA
- Currently registered adult member, in good standing, with GSSEF
- Successful in the position of Troop Leader for a minimum of 2 years

## 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
- Behavior: Represent yourself as a positive role model to girls and adults in Girl Scouting and demonstrate loyalty and respect to Girl Scouting, GSSEF and GSUSA
- Foster diversity: Understand, respect, and embrace differences

Acknowledgement and receipt of Volunteer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

Acknowledgement and receipt of Staff:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Dated