Service Unit Operations Director

Keep everything running smoothly.

This role helps keep your service unit organized, informed, and connected. You play a key part in making sure volunteers have the information and systems they need to succeed. If you enjoy organization, communication, and supporting others behind the scenes, this role may be a great fit.

What you'll do:

- Share monthly service unit updates and important information
- Support service unit finances and reporting processes
- Help coordinate leader meetings and communication flow
- Maintain clear systems and records for the service unit
- Partner with your team to plan and track annual goals

Your Year at a Glance:

Fall

- Create plan of work and meeting schedule
- Submit annual finance report

Winter

- Share updates and support Cookie Program communication
- Participate in mid-year check ins

Spring

- Support reporting and transitions
- Begin planning for the next year

Summer

- Complete year-end review
- Prepare upcoming reports and updates

Role requirements: Girl Scout membership, background check, all required training
Term: 3 years (option to renew after review)

Support you'll receieve

- Training through gsLearn and money management resources
- Partnership with your Community Engagement Manager
- Support from your service unit team

Why volunteers love this role

- You create clarity and structure for others
- You support every troop and volunteer in your community
- You build strong organizational and leadership skills