

## **Girl Scout Area Manager Position Description**

### **Appointment/accountability:**

Appointed by, and accountable to, the membership specialist for developing and managing Girl Scouting in assigned area.

### **Term of Appointment:**

One-year appointment generally concurrent with the membership year, October 1 to September 30.  
Recommended term limit: 5 years.

### **Responsibilities:**

1. Working with the membership specialist and the area management team, develop and implement a written area plan of work.
2. Work with the membership specialist and area management team to recruit and place adults and girls to meet the area membership goals.
3. Working with the membership specialist and other council staff, gain knowledge of the needs of the area through community assessment and community cultivation.
4. Recruit and develop the area management team with input from the membership specialist.
  - a. Select, appoint and orient area management team members.
  - b. See that team members have the resources and skills to do their jobs.
  - c. Conduct team member evaluations and monitor area management team effectiveness.
5. Plan, schedule and facilitate regular area management team and area meetings.
6. Provide support to troops by keeping leaders informed of upcoming activities, programs, policies and procedures.
7. Represent the area at council meetings.
8. Complete orientation and position education.
9. Attend events appropriate to the position.
10. Support and interpret Girl Scouts Heart of Michigan (GSHOM) and Girl Scouts USA (GSUSA) policies, standards and practices.
11. Serve as backup for area management team vacancies.
12. Facilitate conflict resolution and be proactive in resolving problems.
13. Support volunteer application process and make local troop leader appointments in consultation with the membership specialist.
14. Serve as a positive example for girls and adults by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.

### **Qualifications:**

- Accepts the principles and beliefs of the Girl Scout Movement and GSHOM.
- Is a registered member of GSUSA.
- Has well-developed listening, communication and problem solving skills.
- Knows how to organize paperwork and people.
- Recognizes, encourages and values pluralism in all its forms.
- Access to computer, preferably with internet

### **Benefits to volunteers:**

Volunteers in this position will gain experience (1) supervising and supporting people, (2) setting goals, planning and implementing actions to meet those goals, (3) facilitating meetings and working with a diverse team of people, (4) connecting with the community.