Service Unit Administrative Assistant

SUMMARY: As a Service Unit's Administrative Assistant, you are a key player in bringing the Girl Scout experience to life for girls and adults in your area. Your expertise, interests, skills, and life experiences are essential to the leadership experience which inspires girls to reach their personal best. You will work to ensure all girls and volunteers maintain a current registration, take minutes of meetings, and keep accurate records of all things to do with your Service Unit.

Benefits to Volunteers:

- Volunteers in this position will gain experience working with a team, keeping accurate notes and files, and managing registrations.

REPORTS TO: Service Unit Manager

APPOINTMENT: Appointed by Service Unit Manager and Girl Scouts Heart of Michigan (GSHOM) staff partners for one year; reappointment based on annual evaluation.

SUPPORT: The Admininstrative Assistant will receive support from the SUM and GSHOM staff partners

RESPONSIBILITIES/TASKS:

- Take minutes at all SU management team and SU meetings and posting minutes to the Service Unit's Rally on Rallyhood to be viewed by all Service Unit volutneers.
- Post all Service Unit Meetings on Service Unit Rallyood calendar.
- Keep any and all SU records.
- Coordinate correspondence including thank you notes to community members and organizations on behalf of the SU.
- Help facilitate the annual membership registration of all girls and adults in the SU by:
    a. Distributing girl and adult membership registration forms in the SU.
    b. Collecting completed registration forms and reviewing for completeness and accuracy.
    c. Following up with troop leaders regarding incomplete or inaccurate forms.
    d. Submitting registration forms with corresponding membership dues to Membership Specialist.
- Working with SU management team, coordinate any Spring Renewal registration process.
- Attend SU meetings as needed to provide up-to-date information.
- Adhere to Girl Scouts of the USA (GSUSA) and GSHOM policies, standards, and procedures.

QUALIFICATIONS:

- Personal Integrity: Demonstrate honesty, radical candor, and take responsibility for actions and outcomes, even when no one is watching.

- Positive Mindset & Attitude: Chose to perceive and reach through a lense of empathy, enthusiasim, curiosity, helpfulness while being passionate solution-oriented, service-minded, and driven towards goals.

- Unquestionable Excellence: Dedicated to fufilling the Girl Scout mission, willing to work hard to bring our vision to life through resilience, determination, personal growth, and continous learning.

- Mission Driven: Care deeply about girl development and partnering with stakeholders.

- Collaborative Changemaker: Intentionally present and forward thinking dedicated to sharing skills through mentoring, service leadership, taking risks, intentional youth development, who are open to change and feedback.

- Adaptability: Adjust and modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.

- Oral and Written Communication: Express ideas and facts clearly and accurately. Maintain open lines of communication with all GSHOM staff partners.

- Fostering Diversity: Understand, respect, and embrace differences.

- Technology Skills: Access to e-mail and the internet.

REQUIREMENTS:

- Must be at least 18 years of age.

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.

- Must be a registered member of GSUSA and have a background check completed.

- Must have knowledge of Girl Scouting including Safety Activity Checkpoints, Volunteer Essentials, and GSHOM policies.

- Remain informed about and comply with the most current policies, procedures, and guidelines of GSHOM and GSUSA.

- Must complete required training as assigned and provided by GSHOM and GSUSA.

- Ability to keep accurate records.

- Maintain a cooperative working relationship with paid council staff, service team members, and troop leaders.