Position Description: Area Manager

Purpose: Develop, extend, and maintain girl and adult membership to ensure that the Girl Scout program is strong and vibrant in the community.

Appointment & Support: Reports to and supported by the Membership Development & Support Director for an annual term. Reappointment is at the end of the term and is determined by both parties.

Accountabilities:

- Attend training for the position.
- Recruit, manage, and support a service team.
    - Determine potential volunteers with Membership Development & Support Director and troop organizer(s).
    - Appoint/Reappoint troop organizer(s) to their position on an annual basis.
    - Assist in the recruitment of girls and adults acting as troop organizer when needed.
    - Schedule service team meetings as necessary.
- Attend scheduled membership services meetings.
    - Information will be distributed to provide content to volunteers (troops & team members).
    - Promote Girl Scout program in a positive manner.
- Plan, schedule, and chair troop leader meetings as requested in a membership year.
    - Purpose of meetings are to provide ongoing support to Girl Scout volunteers.
    - Facilitate meetings in partnership with the Membership Development & Support Director.
    - Communicate to troop leaders and troop organizers importance of attending troop leader meetings.
- Develop and direct community plan of work.
    - A plan is created in conjunction with the Membership Development & Support Director.
    - Monitor progress throughout the year to ensure a strong Girl Scout community.

Qualifications:

- Ability to effectively and respectfully recruit, supervise, and communicate to a diverse group of volunteers.
- Support and comply with the policies and standards of Girl Scouts of the USA and Girl Scouts of Manitou Council.
- Subscribe to and interpret the mission of Girl Scouting and demonstrate it through personal action and Girl Scout membership.
- Ability to organize, delegate, problem solve, and make decisions.
- Ability to maintain confidentiality.