

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

Appoint & 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 and 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 a 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 the 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.

