

	July – September	October – December	January – March	April - June
Service Unit Manager	<ul style="list-style-type: none"> *Attend Kick off in August *Organize a Team meeting to make yearly plan of events/trainings *Attend SUM Training *Work with recruiter to assess girl and adult gaps 	<ul style="list-style-type: none"> *Maintain contact with team members and Community Development Manager *Evaluate recruitments and membership status *Attend recruitments if needed *Facilitate Service Unit meetings throughout the year *Coordinate Delegate Vote 	<ul style="list-style-type: none"> *Check in call with COO *Continue check in calls/emails with team *send Thank you notes to team members for their work throughout the year *Work with recruiter to make sure SU goal was met and if not, plan additional recruiting opportunities 	<ul style="list-style-type: none"> *Evaluate how year is going, make any changes to meetings that are needed. *Continue contact with team, SU Support staff and COO with updates. * Update SU Team on girl and adult membership *Fill in open SU team positions for upcoming membership year
Adult Learning Facilitator	<ul style="list-style-type: none"> *Attend Kick Off in August *Work with Volunteer Development to make sure up to date on training manuals *schedule new leader trainings for Fall 	<ul style="list-style-type: none"> *Train new leaders *Verify all troops have required trainings *Develop short mini trainings for Service Unit meetings *Remind leaders of trainings needed to travel/trips 	<ul style="list-style-type: none"> *Work with leaders to see what trainings are needed *Continue mini trainings for Service Unit meetings * Train new leaders 	<ul style="list-style-type: none"> *Send thank you notes to locations hosting trainings *schedule trainings for upcoming fall *train any new leaders over summer to prepare for fall
Recruitment Manager	<ul style="list-style-type: none"> *Attend Service Unit Kickoff *Set up recruitments at back to school events/community event *Recruit additional volunteers for each recruitment *Place new girls and adults in troops *Follow up with interested adults to convert to members *Work with manager to assess girl and adult gaps 	<ul style="list-style-type: none"> * Follow up with interested girls and adults to make sure they joined *Work with team to call and place lapsed members into troops *Continue school recruitments *Give membership updates for girl and adult goal at meetings *Re-evaluate recruitment schedule accordingly *Work with Community Development Manager towards 85% of membership goal 	<ul style="list-style-type: none"> *Work with Cookie Program Manager to ensure all girls participating are registered *Winter recruitment opportunities *Promote Early Bird and assist troops working toward their goal *If not at 85% by December, work with team to plan additional recruitment opportunities 	<ul style="list-style-type: none"> *Promote Early Bird *Look for gaps to fill over summer to prepare for fall recruitment *send thank you gifts/notes to principals and other organizations that allowed recruitment over the year *Personally thank recruiting team for their work throughout the year

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Girl Awards Coordinator	<ul style="list-style-type: none"> *Attend Kick Off in August 	<ul style="list-style-type: none"> *Attend Service Unit meetings to promote older girl awards to leaders *Develop a list of all troops that have older girls and contact leaders about award possibilities *Work with Facilitator to schedule trainings 	<ul style="list-style-type: none"> *Promote Gold Award Banquet *Be a mentor to girls/leaders completing these awards *Invite girls to service unit meetings to share their project ideas *Compile a list of projects for ideas to share 	<ul style="list-style-type: none"> *Attend Gold Award Banquet *Plan a local event to honor graduating girls and girls who earn Bronze, Silver and Gold Awards
New Troop Mentor	<ul style="list-style-type: none"> *Attend Service Unit Kickoff 	<ul style="list-style-type: none"> *As new leaders are identified, make contact to let them know you or a team member is available for support *Encourage new leaders to find a troop cookie manager *Make sure new leaders have taken all required trainings 	<ul style="list-style-type: none"> *Help support new leaders through cookie program 	<ul style="list-style-type: none"> *Encourage new leaders to take advantage of Early Bird program
Financial Manager	<ul style="list-style-type: none"> *Attend Service Unit Kickoff *Become a signer on bank account *Assist new troops to set up bank account before product sales *Follow up with disbanded troops to make sure they completed form and closed account 	<ul style="list-style-type: none"> *Work with events coordinator to develop financial literacy programs *Provide financial report at service unit meetings throughout the year 	<ul style="list-style-type: none"> *Work with Facilitator to develop short trainings for troops about finances at Service Unit meetings 	<ul style="list-style-type: none"> *Help troops with end of year financial report *Develop and maintain a budget throughout the year
Events Coordinator	<ul style="list-style-type: none"> *Attend Service Unit Kickoff 	<ul style="list-style-type: none"> *Coordinate and support all events in area 	<ul style="list-style-type: none"> *Keep spreadsheet for community resources available for troops 	<ul style="list-style-type: none"> *Provide troops information on required forms for events, trips and camping

	*Plan Service Unit events for membership year	*promote Service Unit and council events at Service Unit meetings	*continue programs	
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Community Service Coordinator	*Contact community agencies about potential service opportunities *Keep spreadsheet of service opportunities to share with troops *Plan SU community service event with help of SU team	*Schedule agencies to come to service unit meetings to share	*schedule Service Unit wide service project	*Keep record of service hours troops completed over the year *send thank you notes to agencies that attended Service Unit meetings
Volunteer Tool Kit Mentor	*Attend Service Unit kickoff *Help troops leaders with VTK make sure they all have access	*Help troops leaders with VTK *Develop mini trainings with Facilitator to do at Service Unit meetings	*Work with leaders to make sure troops rosters are correct and everyone is registered	*Work with leaders to complete Early Bird *Work with leaders to do annual financial report
Fall Product Manager	*Attend Service Unit Kickoff *Make sure each troop has a Fall Product Manager *Attend Service Unit Fall Product Manager Training *Make sure troop managers are registered for training	*Promote Fall Product at Service Unit meetings *Ensure all paperwork and orders are completed on time and correct *Help organize troop delivery *Pass out troop incentives		
Communications Coordinator	*Attend Service Unit Kickoff *Keep up to date contact list of leaders *Maintain Service Unit Facebook Page	*Stay in contact with troops to showcase what troops are doing (newsletter or Facebook) *Remind leaders of Service Unit Meetings year round	*Share service unit and troop stories with council marketing and communications department	*Maintain Facebook page or newsletter throughout the year with stories to highlight what troops/girls/leaders have done over
Outdoor Adventure Coordinator	*Attend Service Unit Kickoff	*Be a resource for troops interested in outdoor activities	*Continue work with troops	*Provide information to leader about local outdoor opportunities within the community

	*Promote and support outdoor activities at Service Unit meetings	*Work with leaders to make sure they have required paperwork and trainings	*Help events coordinator develop and outdoors event for Service Unit	
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