girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **District Manager**

Purpose of the position: To direct and coordinate the work of the Neighborhood Managers within the district to provide effective services to troops; to act as a liaison between the Board and district as a member of the Field Committee.

Accountability: Accountable to the Field Committee Chair

Staff/Department: Community Development Manager (CDM)/Girl Development

Terms of appointment: Two years beginning June 1; may serve two successive terms.

Time Commitment: 20-25 hours per year

Responsibilities:

- Attends District Manager position training; in-service skill training as needed
- Participates as a member of the Representative Assembly
- Fulfills the responsibilities as stated in the By-laws
- Keeps the Chair, Field Committee informed of plans, progress and concerns of individual neighborhoods as well as the district
- Recommends candidates to serve the district in specific administrative positions: District Volunteer Development Manager, District Volunteer Development Registrar, Learning Facilitator, Day Camp Administrator, and others as needed
- Recruits administrative volunteers to serve in the district: Secretary, Cookie Manager, Fall Product Activity Manager, Seasons of Giving Chair, Event Chair(s), and others as needed
- Appoints Chair of the District Nominating Committee from among its members
- Plans, conducts and evaluates no fewer than four District Committee meetings a year
- Coordinates the work of the neighborhoods
- Participates in the induction of new Neighborhood Managers and gives them direction in the performance of their positions
- Attends Neighborhood Association Meetings as needed
- Handles vacancies in the position of Neighborhood Manager
- Initiates and follows the established Separation Procedures, in consultation with staff, when infractions occur

Requirements of the position:

- Meets membership requirements
- Abides by national and local standards, polices and procedures
- Prepares for and attends Field Committee meetings
- Is familiar with the Bylaws

Knowledge and skills required:

- Administrative skills
- Human relations skills
- Familiarity with geography and resources of district
- Knowledge of Girl Scout program
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- District Manager Training