girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Neighborhood Manager**

Purpose of the role: To serve as the official Girl Scout representative in the neighborhood, providing effective primary services to troops/groups

Accountability: Appointed by and accountable to the District Manager and the Community Development Manager

Staff/ Department: Community Development Manager/ Girl Development

Terms of appointment: Two years beginning June 1; may serve two successive terms. Renewable at the discretion of the Community Development Manager

Time Commitment: 8-10 hours per month

Responsibilities:

- Plans meetings
- Appoints Neighborhood Leadership Team (NLT)
- Appoints/reappoints Leaders in conjunction with other managers
- Acts as the community liaison
- Oversees the NLT
- Assures representation at the district meeting
- Resolves conflicts with troops/groups with the guidance of the DC and CDM as necessary

Requirements of the role:

- Meets membership requirements
- Takes appropriate training for the position
- Abides by national and local Girl Scout policies, standards and procedures
- Attends and participates in area meetings as a voting member of the area committee

Knowledge and skills required:

- Ability to recruit volunteer personnel
- Administrative skills
- Familiarity with geography and resources of service unit
- Human relations skills
- 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
- Job Orientation for Neighborhood Team Member
- Job Orientation for Neighborhood Manager