District Equipment Manager Role Description

Purpose: To manage the district equipment storage sites

Accountability: Appointed by and accountable to the District Manager

Department: Membership Development and Support

Term: Consistent with the term of the District Manager

Time Commitment: 3-5 hours per month

Responsibilities:
- Conduct annual equipment inventory
- Establish and implement a procedure for the loan and return of equipment
- Inform the District Manager of repair and replacement needs

Qualifications:
- Meet membership requirements
- Abide by national and local Girl Scout policies, standards and procedures
- Attend district meetings
- Simple record-keeping ability
- Knowledge of, and basic care of office equipment use or willingness to learn
- Knowledge of the Girl Scout program, 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
- New Troop Leader Training
- Troop Money Management