

## 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