

## Neighborhood Manager Role Description and Acknowledgement

**Purpose:** To lead and support the Neighborhood Service Team and troops in the neighborhood ensuring all members are provided with a quality Girl Scout experience. The Neighborhood Manager serves as a role model to positively promote Girl Scouts of Eastern Missouri

**Accountability:** Appointed by and accountable to the District Manager and the Community Engagement Manager

**Department:** Membership Development and Support

**Term:** Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the District Manager and/or Community Engagement Manager

**Time Commitment:** Approximately 20 hours per month

### Responsibilities:

- Schedule, plan, and facilitate no less than (4) Neighborhood Association meetings per year delivering pertinent information to Troop Leaders and volunteers via in-person or live media delivery methods
- Communicate regularly with the District Manager and the Community Engagement Manager to address the needs and concerns of the neighborhood
- Serve as the liaison between the District Manager and the neighborhood
- Attend District Service Team meetings and informs members of the plans, progress and concerns of the neighborhood
- Recruit, supervise, train, and recognize members of the Neighborhood Service Team
- Monitor the financial activity of the neighborhood in partnership with the Neighborhood Treasurer
- Support Troop Leaders and coordinate troop initiatives in the neighborhood
- Manage vacancies on the Neighborhood Service Team
- Ensure consistent, quality programming opportunities are offered throughout the neighborhood
- Follow and uphold all GSUSA and Girl Scouts of Eastern Missouri policies, standards, and procedures
- Work in conjunction with Community Engagement Manager to coordinate and support recruitment in the neighborhood

### Qualifications:



- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, supervise adults, accomplish tasks through delegation, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Knowledge of the Girl Scout Program, *Safety Activity Checkpoints and Volunteer Essentials*
- Access to a computer and the internet and can use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with appropriate policies and procedures

**Training Required:**

- New Troop Leader Training
- Troop Money Management
- Orientation for Neighborhood Managers

**Acknowledgement of Role Description:**

I, \_\_\_\_\_, have read, understand, and agree to fulfill the responsibilities as described in the above Neighborhood Manager role description for only two consecutive program years after which time an evaluation will determine reappointment.

\_\_\_\_\_



Neighborhood Manager Signature

Date