## Service Team Role Chart



Service Team (ST) Role	Key Responsibilities	Service Team (ST) Role	Key Responsibilities
Adult Recognitions Coordinator	<ul><li>Year-round appreciation</li><li>End of Year Celebration</li><li>Tracks important milestones in Service Unit (SU)</li></ul>	Roster Administrator	<ul> <li>Utilizes online reporting system to access SU roster and related reports</li> <li>Helps maintain accuracy of SU roster through regular data reviews</li> </ul>
Community Engagement Champion	<ul> <li>Shares Girl Scouts with local community</li> <li>Works with Community Engagement team</li> </ul>	Service Team Girl Member	<ul> <li>Provides feedback on ST program plans from girl perspective</li> <li>Assists with planning at least one SU event during the year</li> </ul>
Juliette Navigator	<ul> <li>Point Person for Juliettes/Juliette mentors in SU</li> <li>Ensures Juliettes have opportunity to participate in SU events</li> </ul>	Service Team Member at Large	<ul> <li>Works with ST on projects that need assistance</li> <li>Completes agreed upon duties and tasks</li> </ul>
Learning Facilitator	<ul><li> Facilitates trainings and workshops</li><li> Works with statewide Learning Support Team</li></ul>	Service Unit Manager	<ul> <li>Point person and primary representative for ST</li> <li>Oversees ST progress toward goals and helps keep team moving forward productively</li> <li>Works closely with Volunteer Support Specialist</li> </ul>
Product Program: Cookie Cupboard	<ul> <li>Safely houses and maintains cookie inventory for SU</li> <li>Ensures cookies are available for troop cookie booth pickups</li> <li>Works with Product Program team</li> </ul>	Treasurer	<ul> <li>Manages SU finances and maintains up-to-date records</li> <li>Assists troops with financial procedures</li> <li>Completes financial paperwork annually and as needed</li> </ul>
Product Program: Cookie Supervisor	<ul> <li>Works with volunteers and Juliette mentors on all aspects of the Cookie Program</li> <li>Manages and maintains the online cookie platform for the SU</li> <li>Works with Product Program team</li> </ul>	Volunteer Support Coordinator	<ul> <li>Welcomes and mentors new Troop Leaders within SU</li> <li>Organizes and leads SU Leader Meetings</li> </ul>
Product Program: Fall Product Supervisor	<ul> <li>Works with volunteers and Juliette mentors on all aspects of the Fall Product Program</li> <li>Manages and maintains the online Fall Product platform for the SU</li> <li>Works with Product Program team</li> </ul>	Volunteer Support Specialist	<ul> <li>Oversees ST Volunteers</li> <li>Leads ST through annual Plan for Success (PFS), Mid-Year Assessment (MYA), and End of Year Assessment (EOY)</li> <li>Provides GSME News &amp; Updates</li> <li>Offers official guidance as needed</li> </ul>
Program Coordinator <b>30</b>	<ul> <li>Manages SU Program Calendar</li> <li>Collaborates with other volunteers to organize events and opportunities within SU</li> <li>Oversees event committees</li> <li>Primary contact for ST Girl Members</li> </ul>	Volunteer Toolkit Champion	<ul> <li>Promotes use of Volunteer Toolkit (VTK) within SU</li> <li>Serves as VTK resource for Troop Leaders</li> <li>Maintains current knowledge of VTK</li> </ul>