



Volunteer Positions Overview

Service Team Positions

This is a suggested listing of Service Team positions to be used in the recruitment of new adult volunteers. Additions to suit the needs of each Service Unit may be made.

Service Unit Manager – Guides and directs Service Team members and Troop Leaders to ensure quality Girl Scouting in a specific geographic area. Is responsible for the development, extension and maintenance of girl and adult membership. Plans and directs the delivery of services to girls and adults.

Events Coordinator – Supervises the timely and effective implementation of Service Unit events. Secures event chairpersons, provides guidance and checks on progress as needed. Organizes an outdoor camping experience that provides Girl Scouts from different program levels with and opportunity to be together. Decides campsite location, organizes program and agenda. Submits application to reserve campsite for event. Arranges for necessary safety personnel and informs Leaders of required policies to attend encampment.

Consultant – Gives encouragement, support and ideas to Leaders. It is recommended that the Consultant have been a Troop Leader familiar with the Girl Scout Program. Consultant may be at each program level, by school or Service Unit-wide.

Organizer – Maintains waiting list and places girls wishing to be in Girl Scouting with existing troops or organizes new troops. Recruits and assigns qualified Leaders. Distributes the application packet to new volunteers.

Publicity Chair – Informs the community about the Girl Scout organization through local troop and Service Unit programs, events and announcements. Works with council communications department in information dissemination.

Recognitions Chair – Maintains up-to-date Leader/volunteer records. Accepts nominations and completes appropriate award applications. Assists Service Unit Manager in Leader's Day recognition. Works within the Service Unit to review volunteer records for appropriate recognitions. Reviews the resource materials on all council and National recognitions and shares available information with Service Unit membership. Handles appropriate paperwork for application of recognitions.

Registrar – Ensures that all members within the Service Unit are correctly registered by processing membership registrations and promptly returns forms to the appropriate Service Center. Keeps a record of membership data and annual registration fees paid.

Secretary – Sends notices of monthly Leaders meeting and Service Team meetings. Sends Service Unit newsletter, if applicable.

Service Unit Cookie Manager – Manages the cookie sale within the Service Unit. Provides training and ongoing support to Troop Cookie Managers, submits Service Unit order to Area Cookie Manager, distributes cookies to troops, and reconciles accounts.

Service Unit Product Sales Manager – Manages the Fall Product sale within the Service Unit. Provides training and ongoing support to Troop Fall Product Sale Managers.

Treasurer – Handles payment of bills and bank deposits. Completes the year-end Service Unit financial report and collects year-end troop financial reports.

Regional Service Centers

Columbus, MS – 662-328-1930 ♦ FAX: 662-328-1220 ♦ 321 7th Street North, Columbus, MS 39701 ♦ Mailing: P. O. Box 2492, Columbus, MS 39704
Corinth, MS – 662-287-8321 ♦ FAX: 662-286-8142 ♦ 718 Taylor Street, Corinth, MS 38834 ♦ Mailing: P. O. Box 1145, Corinth, MS 38835
Grenada, MS – 662-226-0255 or 888-453-2034 ♦ FAX: 662-226-0258 ♦ 2430 Sunset Drive Ste D, Grenada, MS 38901
Jackson, TN – 731-668-1122 ♦ FAX: 731-661-0011 ♦ 1007 Old Humboldt Road, Jackson, TN 38305
Memphis, TN – 901-767-1440 or 800-727-8104 ♦ FAX: 901-797-2183 ♦ 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 ♦ Mailing: PO Box 240246, Memphis, TN 38124
Tupelo, MS – 662-844-7577 or 800-624-4185 ♦ FAX: 662-680-3164 ♦ 1800 W. Main St., Tupelo, MS 38801 ♦ Mailing: P.O. Box 1087, Tupelo, MS 38802

Troop Positions

Troop/Group Leader – Guides and leads a group of girls so they learn to develop their abilities as individuals and members of a group.

Troop Cookie Manager – Manages the cookie sale within the troop. Provides training and ongoing support to girls in the troop, submits troop orders to Service Unit Cookie Manager, distributes cookies to girl and reconciles accounts.

Product Sales Manager – Manages the Fall Product sale within the troop. Provides training and ongoing support to girls in the troop.

Program Team Positions

Council Program Committee Member – Organizes and/or facilitates program events or trips which are promoted council-wide.

Gold Award Committee Member – Supports girls in their process of earning the Gold Award. Co-facilitates Gold Award workshops and attends committee meetings, as needed.

Adult Development Positions

Episodic Volunteer – Volunteers when time is available. Speaks to Girls Scouts on areas of importance, expertise, or interest, such as college, career, healthy living, or science. Teaches girls a skill, such as dancing, cooking, computer science, etc.

Council Trainer – Trains adults on how to work with girls, trains girls on how to become leaders, or trains Leaders on outdoor skills, Works within local Service Unit/are or provides training more widely around the state. Curriculum and training are provided.

Historical Committee Member – Meets weekly or when needed to inventory, preserve and promote collected Girl Scout memorabilia, books, uniforms and other items that protect the Girl Scout heritage and tradition.