Service Unit Data Champion

girl scouts of north east ohio

When you see the whole, your part makes sense.

The Service Unit Data Champion helps ensure accurate, up-to-date membership information for all girls and adults in the Service Unit. This role serves as the Service Unit's primary data resource, providing information that helps volunteers make informed decisions, plan recognition and incentive efforts, identify membership trends, and connect girls with available troop opportunities. By maintaining accurate records, supporting registration and renewal processes, and sharing meaningful membership data, the Service Unit Data Champion helps troops, volunteers, and GSNEO staff keep girls connected, supported, and engaged in Girl Scouting.

Alone we can do so little; together we can do so much!

This role is supported by the Service Unit Director (SUD), Community Support Coordinator (CSC), Community Support Specialist (CSS), Membership Data and Systems Manager and other GSNEO staff as needed.

Know your role. Rock your role.

✦ Pull Looker reports, review data for accuracy and completeness, and share information with Service Unit members.
✦ Maintain accurate membership, troop, and volunteer records, including school assignments, contact information, and leadership positions.
✦ Update membership information after recruitment events and verify membership records with troop/volunteer data.
✦ Work with troop leaders to update member, troop, and leadership information, including troop changes and renewals.
✦ Support registration and troop maintenance by providing guidance, resources, and assistance with leadership requirements, including ensuring troops have the required adult leadership.
✦ Support council initiatives, like Spring Renewal, the Girl Scout Cookie Program, and onboarding volunteers.
✦ Provide information regarding local Juliettes, new volunteers, onboarding efforts, and volunteer training completion to Service Team Members.
✦ Work collaboratively with Service Unit volunteers and GSNEO staff to support local council goals and initiatives.
✦ Attend occasional Service Unit meetings, council meetings, and training opportunities.

Grow your skills, grow your future.

- ✓ Comfortable using online reports,
- ✓ Able to review simple reports and spot errors
- ✓ Organized and detail oriented
- ✓ Respectful of confidential information
- ✓ Technology savvy
- ✓ Good Communication Skills
- ✓ Willing to learn and ask questions
- ✓ Build positive relationships while supporting volunteers

Great work starts with clear expectations.

- **Follow the Rules:** Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies, and value confidentiality in all volunteer activities.
- **Membership & Safety:** Maintain a GSUSA membership and pass the volunteer screening process, complete Youth Protection Training. Sign a Non-Disclosure Agreement (NDA).
- **Communication:** Be able to send and receive messages through email, text, or social media and agree to receive emails and texts from GSNEO and GSUSA.
- **Renewal:** This role is reviewed every year and can be renewed if both the volunteer and council staff agree.
- **Time Expectations:** 12 months, with the option to renew upon mutual agreement with & council staff. This role has a high time commitment (5-10 hours a month) throughout the entire membership year.
- **Required gs Learn Training:** Welcome to GSNEO, Service Unit Data Champion Orientation, Service Team Training and Youth Protection Training with additional leadership development courses encouraged as available.

- By taking this volunteer position with Girl Scouts of North East Ohio, I promise to follow the Girl Scout Promise and Law. I will keep all Girl Scouts information about members, volunteers, and staff private and respectful.