

## **ROLE DESCRIPTION**

Title: District Equipment Manager

Purpose of the position: To manage the district equipment storage sites

Accountability: Appointed by and accountable to the District Manager

Staff/Department: Office Services Manager/Girl Development

Terms of appointment: Consistent with the term of the District Manager

Time Commitment: 3-5 hours per month

#### Responsibilities:

Inventories equipment, annually

- Establishes and implements a procedure for the loan and return of equipment
- Informs the District Manager of repair and replacement needs

## Requirements of the position:

- Meets membership requirements
- Abides by national and local standards, polices and procedures
- Attends district meetings

## Knowledge and skills required:

- Simple record-keeping ability
- Knowledge of basic care, use of equipment or willingness to learn
- Knowledge of 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:**

- Girl Scouting 101
- Intro to Girl Scouting