**Webster Service Team 2017-2018**

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| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Email** |
| Service Unit Manager | Christine Osadciw | 585-671-9603 (Home)  585-261-5277 (Cell) | cosadciw@gmail.com |
| Co-Service Unit Manager | Kelly Burt | 585-787-0557 (Home)  585-451-2800 (Cell) | ksburt@rochester.rr.com |
| New Leader Trainer | Kelly Burt | 585-787-0557 (Home)  585-451-2800 (Cell) | ksburt@rochester.rr.com |
| **Registrar** | **OPEN** |  |  |
| **GSLE Coach** | **OPEN** |  |  |
| Recognition Coordinator | Shannan Monrad | 585-787-0557 (Home)  585-451-2800 (Cell) | [sswallowmonrad@hotmail.com](mailto:sswallowmonrad@hotmail.com) |
| Secretary | Judy Rutalis | 585-872-2035 (Home)  585-298-8005 (Cell) | jlrutalis@rochester.rr.com |
| **Finance Consultant** | **OPEN** |  |  |
| **SU Events Coordinator** | **OPEN** |  |  |
| Calendar of Events Committee Members | 1. Katie Borchers 2. Jen O’Brien 3. Amy Holowczenko | 585-451-2030  585-347-6086 | [Kmc2318@yahoo.com](mailto:Kmc2318@yahoo.com)  jennifer.coval.obrien@gmail.com |
| Product Sales: Cookie Manager | Robin Mezzanini | 585-314-7786 (Cell) | robin@themezz.com |
| Product Sales: Cookie Cupboard Coordinator | Tracy Mellon | 585-698-3353 | tamellon@hotmail.com |
| Product Sales: Cookie Booth Coordinators | Alan Ley/Robin Mezzanini | 585-200-7261 (Cell)  585-314-7786 (Cell) | [aley@markspizzeria.com](mailto:aley@markspizzeria.com)  robin@themezz.com |
| Product Sales: Candy/Nut Manager | Nancy Smith | 585-265-4832 (Home) | [npsmith@rochester.rr.com](mailto:npsmith@rochester.rr.com) |
| Outdoor Consultant/Camping Supplies | Kelly Burt | 585-347-4511 (Home) | ksburt@rochester.rr.com |
| Troop Travel Consultant | Kelly Burt | 585-347-4511 (Home) | ksburt@rochester.rr.com |
| Facebook Coordinator | Jen Shaw (Armstrong) | 585-319-0157 | jennifer\_armstrong@urmc.rochester.edu |
| Webmaster | Tanya Morris | 585-305-8585 | tlmorris@rochester.rr.com |
| **Public Relations Representative** | **OPEN** |  |  |
| Council Delegates (Exp. 3/31/2017). | Bee Bauer  Beth Cunico | 585-880-8239 (Home)  271-254-0592 | [Bee.bauer@yahoo.com](mailto:Bee.bauer@yahoo.com)  eacunico@gmail.com |
| Webster Parade Coordinator | Regina Fabbro | 585-732-9874 | fabbroregina@gmail.com |
| SU Library Manager | Lynn Peterson | 585-347-4342 | [lpp@rochester.rr.com](mailto:lpp@rochester.rr.com) |
| Community Resource Coordinator | Judy Rutalis | 585-872-2035 (Home)  585-298-8005 (Cell) | jlrutalis@rochester.rr.com |
| **Recruitment Coordinator** | **OPEN** |  |  |
| DeWitt Rd School Coordinator | Katie Borchers  Lia Cookinham | 585-451-2030  585-764-9766 | Kmc2318@yahoo.com/lcookinham@soduscsd.org |
| Klem North School Coordinator | Tanya Morris | 585-305-8585 | tlmorris@rochester.rr.com |
| Klem South School Coordinator | Liz Polito | 585-794-9027 | [Liz.polito@yahoo.com](mailto:Liz.polito@yahoo.com) |
| Plank North School Coordinator | Alan Ley | 585-200-7261 (Cell) | aley@markspizzeria.com |
| Plank South School Coordinator | Jessica Ellsworth | 585-233-9531 | Jellsworth48@gmail.com |
| Schlegel Rd School Coordinator | Beth Cunico | 217-254-0592 | eacunico@gmail.com |
| St. Rita’s School Coordinator | Denise Siracuse | 585-787-4744 | Siracusedenise@aol.com |
| State Road School Coordinator | Amy Scheible | 585-216-2261 | ablondie913@yahoo.com |
| Spry Middle School Coordinator | Shannan Monrad | 585-787-0557 (Home)  585-451-2800 (Cell) | [sswallowmonrad@hotmail.com](mailto:sswallowmonrad@hotmail.com) |
| Willink Middle School Coordinator | Nancy Smith | 585-265-4832 (Home) | [npsmith@rochester.rr.com](mailto:npsmith@rochester.rr.com) |

**SERVICE UNIT TEAM POSITION DESCRIPTIONS**

**Service Unit Manager:** The person in this position will work closely with GSWNY and lead the team in developing plans for the service unit, will coordinate work of the service unit (including recruiting and retaining persons for the below positions) and will evaluate team progress. (Oversees all areas of the Service Unit).

**Recruitment Coordinator:** Inform Community Engagement Specialist and SUM’s (recruitment organizer) about events organized by your school year round where recruitment might be authorized (i.e. open house, curriculum night, ice cream social, science fair, etc.) Organize and manage registration night at your school. Support the Service Unit on advertising efforts such as placing lawn signs near school, placing flyers at the main office, library, etc. (Oversees School Coordinators).

**School Coordinators:** Support recruitment coordinator for events organized by your school year round where recruitment might be authorized (i.e. open house, curriculum night, ice cream social, science fair, etc.) Organize and manage registration night at your school. Support the Service Unit on advertising efforts such as placing lawn signs near school, placing flyers at the main office, library, etc. (Reports to Recruitment Coordinator).

**Registrar:** The person maintains service unit roster, works with council to place girls in troops, initiates discussions at end of year regarding troop placement for girls merging into troops, coming from disbanded troops, etc, works with council on girl placement if needed.

**Recognition Coordinator:** This person also works closely with SUM to provide leader/girl recognition events.

**New Leader Trainer:** The person in this position will welcome new troop leaders and introduce them to the local Girl Scout community, promote leader meeting attendance, and be a resource for new troop leaders.

**GSLE Coach:** Provides direct assistance and support to volunteers regarding the Girl Scout Leadership Experience (programming, training, mentoring of leaders).

**SU Events Coordinator:** This position will be responsible for managing the Service Unit Calendar of Events planning, as well as the Calendar of Events Committee.

**Calendar of Events Committee Member:** This position will work directly with the SU Events Coordinator to plan Calendar of Events for the Service Unit. (Reports to SU Events Coordinator)

**Product Sales – Cookie Manager:** The person in this position will promote and oversee the cookie program, educating and supporting troops, managing orders via online ordering systems, and supporting delivery station(s) and reward shipments.

**Product Sales – Cookie Booth Coordinator:** The person in this position will obtain permission for booth sales with local businesses. Create and manage booth sale location spreadsheet. Assign troops to cookie booths. Educate troops on appropriate booth etiquette.

**Finance Consultant:** The person in this position will manage the service unit funds and guide leaders in proper financial management of troop funds.

**Community Resource Coordinator:** The person in this position helps maintain quality programming by assisting the SU Manager in promoting Webster’s program resources to the troop leaders and promoting council programs and events. This person also maintains the Service Unit Community Resource Guide.

**Public Relations Representative:** The person in this position will report news regularly to GSWNY, community newspaper, and other local media/publicity sources, and will maintain visibility of Girl Scouting in the community.

**Facebook Coordinator:** Maintains the social media site (Facebook) used for communication within the service unit. Post news, events, communications, etc.

**Webmaster:** Maintains the website used for communication within the service unit. Post news, events, communications, etc.

**SU Library Manager:** This person manages the service unit library of materials.

**Webster Parade Coordinator:** This person coordinates Girl Scout(s)/Troops that want to participate in local parades.

**Council Delegates:** Two year term.