



Girl Scouts.

# Service Unit Membership Recruiter Volunteer Staff Position Description

*Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.*

## PURPOSE OF POSITION

To organize, maintain, and extend membership within an assigned geographic area by recruiting girls and adults, organizing troops/groups, and placing adults.

## QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio including completion of a background check.
- Be willing to take initial and ongoing training related to the position.
- Understand and be able to apply the Girl Scout program and design.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have knowledge of community resources.
- Have effective communication, human relation, problem-solving, and conflict resolution skills.
- Be accessible and willing to communicate with parents/guardians, volunteers, paid staff, and community groups.

## ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Recruit:**
  - Implement and monitor service unit membership goals, including recruitment and retention of girls and adults.
  - Recruit new girls and adults into the organization, on a year round basis, within assigned area.
  - Plan and conduct parent/guardian recruitment meetings, including locating meeting places for troops/groups and providing information about what parents can expect and potential community sponsorship.
  - Interview potential new leaders and provide information on additional support through mentors and service unit team.
  - Provide information on resources available to new leaders.
  - Ensure that current Girl Scout members have opportunity to continue participating in the program.
  - Follow up on girls with lapsed registrations.
- **Organize troops:**
  - Implement a placement process to ensure girls and adults are placed in troops/groups or individually.
- **Build Relationships:**
  - Develop and maintain relationships with area schools, parent groups, and community organizations within assigned area.
  - Identify community strengths, needs and resources.
- **Work with service team:**
  - Attend service team and service unit meetings to contribute to accomplishing service team goals through planning and implementing; share in problem solving and decision making.
  - Work with registrar to maintain updated troop/group rosters.
  - Maintain and share membership statistics; project service unit membership needs and support work of other team members.
  - Maintain waiting list of un-served girls, and in cooperation with the service team, develop ways that will enable them

## TERM OF APPOINTMENT:

One (1) year, including option for reappointment after annual performance evaluation. Time commitment is ongoing.

**APPOINTED AND MANAGED BY:** Membership Extension Specialist

**SUPPORTED BY:** Membership Extension Specialist, Service Unit Manager, and Service Team