



Girl Scouts®



Service Unit Registrar

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 manage the registration process in accordance with Girl Scouts of Western Ohio procedures and deadlines for all girl and adult members within an assigned geographic area, including troops, groups, and individual members.

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.
- Be willing to complete 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 ability to direct, delegate, and motivate individuals and groups, and provide clear instruction to individuals or groups.
- Be well-organized; able to keep detailed, accurate records while adhering to deadlines.

ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Manage annual membership registration process:**
 - **Inform service unit** team members of registration deadlines.
 - **Supervise distribution** of computer-printed and blank official Girl Scouts of the U.S.A. membership registration forms.
 - **Conduct registration meetings** to explain the process.
 - **Collect** all registration forms checking for accuracy and completeness of information.
 - **Interpret membership subsidy form** for individual girls and adults.
 - **Submit** completed, reviewed registration forms and fees at designated registration site.
 - **Encourage** troops to participate in early registration. **Follow up on troops** who fail to register in a timely manner.
 - **Receive** the Girl Scouts of the U.S.A. membership ID cards. Check for accuracy and completeness of information and distribute cards to leaders.
- **Attend** service unit and service team meetings to contribute to accomplishing service team goals through planning and implementing; share in problem solving and decision making.
- **Keep service unit manager and council registrar informed** of troop changes, as well as changes to a member's information, transfer of a member, or corrections to membership reports.
- **Maintain accurate, current records** of all registered girls and adults.
- **Ensure** that all girls and adults joining Girl Scouts throughout the year are registered.

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, Service Team, and Council Registrar