



Service Unit Membership Organizer

Position Description

Reports to: Service unit manager, LEAD membership organizer, and membership development coordinator

Term: One year; may be reappointed annually by membership development coordinator

Function: Recruit, promote, and organize new adults and girls to form troops in their designated schools and regions. Promote all Girl Scout pathways.

- Organized, efficient and enthusiastic individual who relates well to people and positively communicates the Girl Scout message consistent with the Girl Scout Mission, Vision, Promise, and Law.
- Friendly, approachable, and comfortable presenting information and/or training to individuals and groups.
- Be willing to devote time to the position and take appropriate position training and updates as needed.
- Able to work productively and respectfully with people of diverse cultures, abilities, personalities, ages, languages, and backgrounds.

Expectations

- Honor and live by the Girl Scout Law.
- Serve as a Girl Scout representative and develop a visible presence in the school and community.
- Assess school and/or geographic area, membership needs and assist service unit with recruitment and pathways.
- Identify under represented girls and grades within the school for recruitment efforts. Offer membership opportunities to all girls and adults in assigned areas.
- Ensure all girl and adult members are invited to participate in service unit events, including girls who choose to participate as independent Girl Scouts through pathways.
- Hold informational meetings at schools or community centers to recruit new girls and adult volunteers.
- Respond to parents, guardians, potential volunteers, and council staff by phone or email in a timely manner.
- Develop a succession plan to ensure the service unit can continue to meet the community's Girl Scout needs.
- Ensure potential leaders have completed their background checks along with initial trainings.
- Maintain current and accurate records of girls and troops within your designated area. Make them available for review to service unit members and staff upon request.
- Place girls in troops or pathways and maintain interest list for girl placement.
- Attend local monthly service unit meetings.

Requirements

- Be a registered member in good standing, with current volunteer paperwork and background clearance on file.
- Review Position Guide
- Attend the troop organizer roundtables in July.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group.
- Comply with Girl Scouts of the USA and Girl Scouts, San Diego Council standards, policies, procedures and guidelines.
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Region _____

Troop # _____ SU # _____

Name _____

Street Address _____

City, Zip _____

Phone # _____

Cell Phone # _____

E-Mail _____

Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

This agreement must be signed and returned to membership staff.

I have read and understand the responsibilities of this position. I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a Membership Organizer. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my service unit manager and/or membership development coordinator.

Signature _____

Date _____

Thank you for volunteering!