

## SERVICE UNIT MEMBERSHIP COORDINATOR

**PURPOSE OF POSITION:** Develop and implement membership strategies for assigned Service Unit.

**TERM:** Appointed by GSOC Staff, Troop Support Specialist or Recruitment Specialist, for a one-year term, eligible for reappointment.

**TIME COMMITMENT:** Approximately 5-6 hours/month in Fall, Winter and Spring.

**ACCOUNTABLE TO:** The Service Unit Coordinator/HR and Recruitment Specialist.

**SUPPORTED BY:** The Service Unit Coordinator/HR and Recruitment Specialist.

### RESPONSIBILITIES:

1. Develop/implement a year-round SU recruitment and retention plan.
2. Find School Liaisons or other volunteers to attend school events, like Back to School Nights, Kinder Round-Ups, Family events;
3. Organize and attend Service Unit wide recruitments.
4. Respond to membership inquiries at schools where there is no School Liaison.
5. Disseminate all membership campaign information to Service Unit members.
6. Find a volunteer(s) to conduct recruitments.
7. Work with the SU School Liaisons and Membership Team to develop and implement a year-round recruitment plan and provide input for Opportunity Catalog.
8. Appoint School Liaisons and serve on SU Team.
9. Attend Service Unit Team and Service Unit meetings.
10. Utilize online resources (i.e., MyGS).
11. Complete annual Girl Scout membership registration, background screenings (as required), role selection in MyGS and submission of Volunteer Agreement on [www.girlscoutsoc.org](http://www.girlscoutsoc.org) Volunteer tab.
12. Complete all position-related training with Membership team within three months of appointment.
13. Support and promote Council Product Sales and Fund Development activities in all aspects.
14. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

### QUALITIES REQUIRED:

1. **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. **Ability to Foster Diversity:** Understand and embrace differences.
4. **Communication Skills:** Express ideas clearly and concisely.
5. **Model the Girl Scout Promise and Law:** Demonstrate personal integrity, credibility and dependability for girls.
6. **Recruitment Skills:** Recruit volunteers and girls into Girl Scout troops.

### VOLUNTEER AGREEMENT

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]