

### **Data Management Coordinator**

**PURPOSE:** Oversee membership status and registration for Service Unit and proactively support members with renewal.

**TERM:** Appointed by GSOC Staff for a one-year term, eligible for reappointment.

**TIME COMMITMENT:** Approximately 5-10 hours/month in August-June. May be higher in Fall months.

**ACCOUNTABLE TO:** SU Membership Lead, Troop Support Specialist or Recruitment Specialist.

**SUPPORTED BY:** SU Membership Lead and Team Members, Troop Support Specialist and Recruitment Specialist.

### **RESPONSIBILITIES:**

- **Data Integrity:** Use Looker database to review Service Unit reports and send any discrepancies to Customer Care department; report combined or disbanded troops to the Troop Support Specialist; report changes to contact information for any member to Customer Care.
- **Report Generation:** Supply Service Unit Team Members with list of contacts specifically necessary for their team roles, after confirming that team member has chosen role in system and has signed their Volunteer Agreement.
- **Data Compilation:** Supplies Membership Lead with data including troops not registered, current membership figures, troop composition, and girl and adult memberships as needed.
- **Renewal Support:** Proactively identifies non-renewed members, encourage them to renew, and assist with registration.
- Provides information and support to Service Unit team members in order to assist the team in setting and achieving Service Unit goals and recruitment goals.
- Helps leaders access forms and reference materials as needed; (i.e. MyGS).
- Serves as part of the SU Membership Team, supporting and participating in Membership Team initiatives. Attends Service Unit and Team meetings.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment.

### **QUALITIES REQUIRED:**

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.