

PURPOSE: Leads initiatives including membership renewal and recruitment.

TERM: 1 year, appointed by Recruitment Specialist; eligible for reappointment.

TIME COMMITMENT: Typically 8—10 hours/month; 10-12 hours/month in August-October and April-May

ACCOUNTABLE TO: Troop Support Specialist, Recruitment Specialist and/or Placement Specialist; Co-Leads Service Unit with Operations Lead and Program Lead.

SUPPORTED BY: Membership Team (DMC, New Leader Onboarding Coordinator, School Liaisons); Troop Support Specialist, Recruitment Specialist and/or Placement Specialist.

RESPONSIBILITIES:

- Contributes to Service Unit goal-setting, annual planning, and budgeting in partnership with Operations Lead and Program Lead
- Serves as point person for responsibilities and initiatives assigned to Membership Team
- Leads and provides support to Membership Team members
- Participates in Service Unit meetings and Service Unit Team meetings and leads Membership Team meetings
- Promotes mission-driven culture in Service Unit that exemplifies the Girl Scout Promise & Law
- Strategizes with Operations Lead and Program Lead for succession planning; identifying and training emerging leaders in order to build and sustain a strong Service Unit
- Represents and advocates for Council initiatives and ensures Membership Team members are informed and equipped
- In collaboration with Membership Team and Recruitment Specialist (staff), develops and implements a year-round SU recruitment and renewal plan to ensure SU membership goal is met; includes SU recruitment events and input for Participation Catalog
- Supports School Liaisons (or other volunteers) to ensure strategic GSOC presence at schools and school events including Back-to-School Nights, Kinder Round-Ups, Family events
- Ensures New Leader Onboarding best practices are followed, as led by New Leader Onboarding Coordinator
- Maintains open communication with Recruitment Specialist, providing regular updates on Membership-related items
- Works with the Data Management Coordinator to monitor Service Unit volunteers by tracking background screening expiration dates, training records, troop financial reports, and membership status to identify nonrenewed members and develop support strategies to promote renewal
- Services as primary spokesperson for recruitment and membership campaigns to Service Unit.
- Engages in enrichment opportunities such as Field Meetings (typically held in October and April) and Volunteer Conference
- 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.