

POSITION DESCRIPTION

POSITION TITLE: Recruiter and or Troop Organizer

APPOINTED BY & ACCOUNTABLE TO: Recruitment & Organization Volunteer Field Administrator

TERM: One year (July 1 - June 30); reviewed annually; may be reappointed

PURPOSE: As a member of the service team, organize, maintain, extend, and interpret Girl Scouting in her designated area within the council procedures and standards.

RESPONSIBILITIES:

1. Recruit troop leaders:
 - a. Identify sources for recruiting adults.
 - b. Recruit prospective volunteers for troop leadership and refer to single entry system.
 - c. Conduct parent's meetings as requested by leaders.
2. Recruit girl members:
 - a. Become acquainted with the principals of public, parochial, and private schools, and discuss recruitment methods.
 - b. Determine alternative methods/areas of recruitment.
 - c. Adhere to the affirmative action goals indicated in the service unit plan of work.
 - d. Follow up girls who were not placed the previous year, as well as girls who have not re-registered.
 - e. Assign girls to troops; compile troop roster for leaders.
 - f. Provide alternative Girl Scout pathways for girls who cannot participate in a traditional troop program.
 - g. Ensure early bird and on time registration of troops.
3. Participate as a member of the service team:
 - a. Attend service team meetings.
 - b. Keep team informed of challenges, problems, and concerns affecting the service unit membership.
 - c. Keep detailed records of girl and adult membership to keep team up-to-date with service unit statistics.
 - d. Keep and submit other paperwork as requested.
 - e. Attend council meetings, events, and other activities designed to help her work.
 - f. Support the council's Fund Development Plan.
4. Recruit the troop committee.
5. Recruit the troop sponsors:

QUALIFICATIONS:

1. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement
2. Ability to interpret Girl Scouting to community organizations and individuals, to enlist their interest in providing sponsorship, leadership, and meeting places for troops.
3. Demonstrated commitment to diversity.
4. Ability to work with school officials, religious leaders, parents, and others in the service unit on the need for maintaining troops and the need for new troops.
5. Knowledge of the community demographics and resources.
6. Ability to work with other adults.
7. Ability to keep and analyze records and to make verbal and written reports as needed.
8. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.
9. Is registered as a member of GSUSA within the service unit's jurisdiction.

NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it.

I accept the position responsibilities and understand that I will receive a position review annually.

Volunteer name (print)

Supervisor name (print)

Volunteer signature

Date

Supervisor signature

Date

