

POSITION DESCRIPTION

POSITION TITLE: Recruitment & Organization Volunteer Field Administrator

APPOINTED BY & ACCOUNTABLE TO: Membership Specialist

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

PURPOSE: Responsible for recruiting and directing a diverse team of recruiters, organizers and registrars to implement the service unit recruitment and registration plan. Collaborates with service team members to support service unit and council goals and plans.

RESPONSIBILITIES:

1. Manages recruitment and organization plan of work.
2. Recruits and supervises a team of recruiters, organizers, event coordinators and a registrar.
3. Provides leadership to recruitment and organization team efforts as outline in their position descriptions.
4. Ensures that recruitment and organization team received training and support to carry out job accountabilities, and meets with team on a regular basis.
5. Contributes to development and implementation of the service unit plan of work and team accountabilities.
6. Ensure girls receive program in a timely manner: girls are served within one month of registering.
7. Monitors and evaluates recruitment, organization and registration process.
8. Ensures new volunteers are referred to volunteer and learning support volunteer field administrator or designee for intake and processing.
9. Interprets and maintains council and GSUSA policies, standards and procedures; and council's risk management plan within area of responsibility.
10. Cultivates community relationships and shares resource information.
11. Keeps membership specialist informed and process paperwork promptly.
12. Participates in volunteer field administrator, service team and service unit meetings; chairs meetings when requested by membership specialist.
13. Supports council fund development.

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 and becomes a registered member of GSUSA within the service unit's jurisdiction.
2. Is willing and has the availability to take training.
3. Demonstrates a commitment to membership growth and retention and to council fund development and visibility.
4. Demonstrates a commitment to diversity
5. Demonstrates and promotes courtesy and respect towards girls, parents, volunteers, staff and others.
6. Have administrative and organizational skills and the ability to accomplish work through the cooperative efforts of a diverse team.
7. Knowledge and willingness to learn about Girl Scout program.
8. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.

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

