

POSITION DESCRIPTION

POSITION TITLE: Registrar

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

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

PURPOSE: Responsible for on-time registration of all girl and adult members and for maintaining membership records in the assigned service unit.

RESPONSIBILITIES:

1. Receives, compiles, and distributes registration supplies and materials.
2. Provides registration training for the service unit.
3. Collects and processes all girl and adult registration forms and turns into the council office regularly.
4. Maintains registration records.
5. Communicates about GSUSA membership cards.
6. Compiles and updates Troop Information Directory or roster.
7. Attends appropriate meetings and council functions.
8. Submits written reports as requested.
9. Supports the council's Fund Development Plan.

QUALIFICATIONS:

1. Subscribe and adhere 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

