

# Service Unit Membership Support Manager

PURPOSE		APPOINTED BY	TERM
Help new girls and adults join Girl Scouts by developing and implementing an annual recruitment plan for the service unit		GSNorCal staff	Two years Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>Support annual recruitment plans/strategies and implementation timeline for the service unit to meet membership growth goals</li> <li>In collaboration with council staff and service unit teams, organize a recruitment team within the service unit, including School Reps or other adult volunteers to assist with recruitment activities.</li> <li>Provide training meetings and direction for school recruitment at back-to-school events and during the membership year.</li> <li>Hold at least three recruitment events throughout the membership year (Fall/Winter/Spring)</li> <li>Plan service unit recruitment activities at key community events.</li> <li>In collaboration with the Service Unit Registrar, encourage troop leaders to open their troop to new members by filling out an Opportunity Catalog Opt-In Form</li> <li>Refer potential members to the Join link at <a href="http://gsnorcal.org">gsnorcal.org</a> to fill out an interest form and search for a troop in the Opportunity Catalog</li> <li>In collaboration with Leader Support Manager and the Registrar, support new leaders with connections to informal mentoring or resources, such as the Volunteer Toolkit, throughout the onboarding process</li> <li>Ensure new leaders are welcomed at leader meetings</li> <li>Identify team members for service unit/council adult recognitions to the Recognitions Coord.</li> <li>Support and promote all council fundraising efforts and fall and cookie sale activities</li> <li>Attend and participate in council SUMMITS and position related trainings provided by council</li> </ul>		
REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> <li>Registered &amp; screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy</li> <li>Ability and desire to work with and serve people from diverse backgrounds</li> <li>Adheres to council policies and ways of work</li> <li>Able to maintain confidentiality when sensitive issues arise</li> <li>Internet and Microsoft skills</li> <li>Demonstrates strong organizational skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others</li> <li>Able to recruit qualified volunteers</li> </ul>		
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> <li>Understands and can articulate the benefits of the Girl Scout Leadership Experience</li> <li>Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments</li> </ul>		
<b>APPOINTMENT</b>			
Your appointment to the above position begins on _____		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

*\*This position can be shared*