

SERVICE UNIT REGISTRAR

PURPOSE	APPOINTED BY	TERM
Support recruitment and retention efforts within the service unit.	Leader Support Manager, Membership Support Manager or GSNorCal Staff	Two years Renewable

RESPONSIBILITIES	<ul style="list-style-type: none"> Promote and assist with council recruitment and renewal campaigns Encourage troops to opt in to the opportunity catalog Communication of key membership registration dates and deadlines Understand the current process for membership registration and troop/member changes Use reports provided to identify that troops are in compliance with council Ensure that girls and adults are registered members prior to participating in any Girl Scout activity or event Maintain the confidentiality of members' personal information. In collaboration with Leader Support Manager and the Membership Support Manager, support new leaders with connections to informal mentoring or resources, such as the Volunteer Toolkit, throughout the onboarding process Ensure new leaders are welcomed at leader meetings Attend service unit team and leader meetings Complete all position related training provided by the council
REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> Registered & screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy Ability and desire to work with and serve people from diverse backgrounds Adheres to council policies and ways of work Able to maintain confidentiality when sensitive issues arise Good oral, verbal and written communication – express ideas and facts clearly and accurately Knowledgeable of Microsoft office including word and excel
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> Well organized, able to maintain records and meet deadlines Strong leadership skills, with the ability to delegate tasks Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments

APPOINTMENT

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