

## Service Unit Membership Manager

- General Description:** To lead the service unit in increasing Girl Scout membership for girls and adults; support the organization of troops and the prompt placement of girls and adults into new or existing troops.
- Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Recruiter
- Accountable to:** Service Unit Volunteers and Recruiter

### **Responsibilities:**

- Sign and submit your volunteer position agreement.
- Attend volunteer recruiter training
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Participate in Plan of Action development in particular championing membership growth goals
- Attend GSMM101 training to stay current on all policy and procedures
- Attend Service Unit meetings.
- Coordinate a team of volunteers to assist with recruitment events
- Plan and carry out membership recruitment events
- Work with troop volunteers to place girls and adults into new or existing troops
- Collaborate with staff to contact lapsed girls and adults to invite them back to Girl Scouts
- Support the online opportunity catalog process for girls and adults joining new or existing troops by working with council staff Membership Specialist in ensuring all information is accurate and up to date.
- Ensure sure troops are registered in time to participate in Fall Product and Cookie Programs
- Maintain contact with council staff for ongoing support and assistance as needed.
- Attend regular conference calls with staff recruitment team

### **Qualifications:**

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- Background check results must meet council standards.
- No outstanding Council debts or related policy issue.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Membership Manager Signature

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Date