

- Position:** Organizer
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To organize, maintain and extend Girl Scouting membership in an assigned geographic area
- Responsible To:** Appointed by and responsible to the Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
  - Complete educational sessions as required for the position
  - Complete volunteer application or volunteer renewal application annually
  - Knowledge of the assigned areas
  - Ability to:
    1. Recruit qualified volunteers
    2. Place qualified volunteers in the appropriate positions
    3. Analyze records and make reports
  - Ability or skills that will further enhance the delivery of the Girl Scout Program
  - Successfully complete the online background check
  - Interact with all people in a positive manner
  - Access, ability and willingness to use the internet, email and new technologies

**Principle Duties:**

- Participate in the development and implementation of the Service Units
- Present organizational information about assigned geographic area on a regular basis
  1. Maintain membership statistics as required
  2. Develop a plan to reach girls in under represented communities
- Evaluate girl and adult retention. Work with Service Team to develop a plan to increase retention rate
- Attend Service Team and volunteer meetings
- Ensure volunteers and girls represent the racial/ethnic, socioeconomic and cultural diversity of the geographic area and all girls and adults have equal access to Girl Scout opportunities
- Coordinate the recruitment process:
  1. Schedule recruitment events
  2. Distribute flyers promoting recruitment
  3. Facilitate recruitment events
  4. Process information and follow up when necessary
- Recruit, interview and recommend adults for positions of leadership to the Service Unit Manager
- Girl recruitment and placement:
  1. Oversee placement of girls into Pathways based on interest
  2. Notify re-registering girls of Troop placement
  3. Coordinate and form new Troops as needed
  4. Offer placement to girls on referral list
- Assist in securing meeting places for Girl Scout activities
- Inform volunteers of educational session opportunities
- Implement GSCB and National policies, standards and procedures
- Ensure newly registered members have access to Fall Product Sales and Cookie Programs
- Attend GSCB meetings as appropriate
- Participate in roundtable discussions/enhancement workshops relating to the position
- Provide support for Council Fund Development, United Ways/Fund and Family Partnership
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all Troops reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_