

Girl Scouts of Central Texas Service Unit Registrar

Position Summary: This position is responsible for ensuring that youth and adult members have opportunities to participate in the Girl Scout Leadership Experience by coordinating recruitment events, organizing/forming troops, and assisting with Girl Scout placement in a designated geographical area. In partnership with Girl Scouts of Central Texas (GSCTX) Membership staff, the service unit registrar provides support to volunteers and aids in meeting service unit specific goals and making a difference in the lives of Girl Scouts in their community.

Accountability: Appointed for the assigned service unit and accountable to GSCTX membership staff or other appropriate GSCTX staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Organizes troops and assists service unit troop school organizers (TSOs) with troop formation and troop leader registration.
- Collaborates with TSOs to conduct recruitment events by providing resources, recruitment ideas, and support.
- Advises TSOs on creating yearly recruitment plans in conjunction with GSCTX membership staff.
- Promotes registration using the council's online membership registration system.
- Assists with placement by finding troops for youth and adult members.
- Recruits adults to serve as volunteers and to support other adult volunteers in local or regional volunteer roles.
- Protects the confidentiality of personal information of adult and youth members.
- Promotes council spring renewal campaign.

Position Commitments:

- Ensures that compliance with regulations governed by the following is met: GSUSA and GSCTX Policies and Procedures, including management of service unit finances if necessary.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit registrar position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Project management and event planning
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills