

## **Girl Scouts of Central Texas Service Unit Troop School Organizer**

**Position Summary:** This position is responsible for assisting the service unit in coordinating recruitment events, organizing troops, and placing Girl Scouts in a designated geographical area. In partnership with the service unit team, the service unit troop school organizer 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 the Service Unit Leadership Team or other appropriate Girl Scouts of Central Texas (GSCTX) staff members. This position is appointed for a one-year term limit and will be reviewed annually.

### **Responsibilities:**

- Collaborates with the service unit registrar or SU lead – membership and volunteer support to create yearly recruitment plans.
- Establishes working relationships with school administrators and other community groups.
- Organizes and forms troops and assists with troop leader registration.
- Conducts recruitment events by providing resources, recruitment ideas, and support.
- Recruit adults to serve as volunteers and to support other adult volunteers in local or regional volunteer roles.
- Maintains ongoing communication with the service unit team regarding the progress, status, and needs of troops.
- Protects the confidentiality of personal information of adult and youth members.
- Promotes council's 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 troop school organizer 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. Event planning
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills

4. Teamwork and collaboration
5. Creative thinking