



## **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.

**Accountability:** Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate GSCTX staff.

### **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 recruitment resources, ideas, and support.
- Advises TSOs on creating yearly recruitment plans in conjunction with GSCTX membership staff.
- Ensures engagement activities establish and maintain access to Girl Scouting among a diverse population.
- Assists with placement by finding troops for youth and adult members.
- Recruits adults to serve as volunteers and to support adult volunteers in local volunteer roles.
- Provides new leader support and onboarding, including Jumpstart training.
- Promotes council's spring renewal campaign.
- Openly communicates with council staff about challenges, trends, successes, and progress towards service unit goals and objectives.
- Works to resolve conflicts or difficulties in an appropriate manner.
- Attends the GSCTX Volunteer Enrichment Conference.
- Ensures that all adults working with youth members and/or handling money have a current eligible criminal background check and Youth Protection training on file with GSCTX and are registered Girl Scout members.
- Submits the [GSCTX Service Unit Roster form](#) annually to accept/renew the role.
- Participates in succession planning for the position.

### **Position Commitments:**

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- 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 and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

### **Top Skills You Will Gain From This Position:**

1. Leadership

2. Event planning and creative thinking
3. Problem-solving and adaptability
4. Communication and improved interpersonal skills