



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.

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 Girl Scouts of Central Texas (GSCTX) staff.

Responsibilities:

- Collaborates with the service unit registrar or SU lead – membership and volunteer support to create and enact yearly recruitment plans to meet service unit goals.
- 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.
- Promotes council's spring renewal campaign.
- 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 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. Event planning and creative thinking
2. Problem-solving and adaptability
3. Communication and improved interpersonal skills
4. Teamwork and collaboration
5. Strategic planning