

Volunteer Recruiter Position Description

Pathway: All

- Long-Term Direct Service Long-Term Indirect Service
 Short-Term Direct Service Short-Term Indirect Service

Time Commitment:

Duration 1 year(s) month(s) week(s) day(s)

For 5-10 hour(s) per year month week day

Summary: The Service Unit Volunteer Recruiter is responsible for the recruitment of girls and adults within identified target market. Girl Scouts and adult volunteers are able to join the organization by one or more of the identified pathways to participation in the Girl Scout Leadership Experience (GSLE). The GSVR will be focused on identified potential audiences in their community to relay the message of Girl Scouting and the benefits to being involved with the organization. The nature of this position requires the individual to provide both direct and indirect service to girls and adults. *This position may serve at either the service unit or regional level depending on availability and interest.*

Place of Service: Working within the local community to identify potential partners to relay the message of Girl Scouting and Girl Scout involvement including (but not limited to): schools, churches, fairs/festivals, homeschool groups, daycare/youth agencies, recreation/community centers, and etc.; may also specify one particular area/location to target service.

Reports to: Membership Delivery Manager

Responsibilities/Tasks: (one or more opportunities)

- Become/remain a registered member of the Girl Scouts of USA (GSUSA). Successfully complete all required documentation and screenings, including criminal background checks, according to Girl Scouts of Black Diamond Council (GSBDC) policy.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSBDC and GSUSA.
- Work with the Membership Delivery Manager in the development and implementation of community-focused strategies for recruiting and engaging girls and adults through all pathways in assigned area.
- Provide potential girl and adult members with a consistent message about Girl Scouting and all the benefits and possible ways girls can participate in the Girl Scout Leadership Experience (GSLE).
- Facilitate recruitment nights and recruitment opportunities.
- Through recruiting events, assist in supporting the Membership Delivery Managers/Customer Service in providing timely registration information and placement of girls in desired program opportunities.

- Maintain current knowledge of the Girl Scout program, pathways and activities.
- Distribute brand accurate marketing materials and recruitment information.
- Remain informed about and comply with the most current policies, procedures and guidelines of GSBDC and GSUSA

Skills:

- Computer skills-internet access with email capability. Competent use of Microsoft Word and possibly use of Excel
- Possess high level of administrative, time management and organization skills
- Have a well-rounded knowledge of the Girl Scout Leadership Experience, Girl Scout Mission, Promise and Law or be willing to learn.
- Exercise a high level of integrity, keeping confidential information secure.
- Serve as a positive example for girls by modeling desired attributes and behaviors such as reliability, respect for others, inclusiveness and a positive attitude.
- Remain flexible and tolerant in changing situations and surroundings.
- Value, develop, and celebrate group and individual diversity.
- Have experience in working in partnership with groups of adults.
- Remove barriers to participation.
- Listen to others and include their ideas.
- Express ideas and facts clearly and accurately.
- Ability to communicate effectively with girls and adults through public speaking and individually
- Encourage girl-adult partnerships that lead to opportunities for girl-leadership growth.
- Relates well with both youth and adults, understanding their needs and interests

Core Competencies-Required:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- Personal Integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences

Support:

The Volunteer Recruiter receives support, guidance and encouragement from the Membership Delivery Manager and the service unit administrator.. She/he has access to relevant learning opportunities and materials that prepare for and support this role. This position will also be provided with email updates as needed, quarterly volunteer networking webinars/communications, and in-person meetings at the local level to ensure capability of fulfilling the responsibilities of the position.

Training and Development:

- Service Unit Recruiter orientation manual and self-study review

Requirements:

- Become a registered member of GSUSA
- Approved volunteer background check
- Signed Volunteer Position Agreement
- Be at least 18 years of age
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures
- Complete required training for position
- Remain in close communication with the Membership Delivery Manager on a regular basis

Safety-Related Matters:

- See the volunteer policies procedures on our website under the Volunteer Resources section

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): _____

Email: _____

Home Phone: _____ Cell: _____

Address: _____

Signature of Volunteer: _____ **Date:** _____