

SERVICE UNIT RECRUITMENT AND PLACEMENT COORDINATOR

Your Role as the Service Unit Recruitment and Placement Coordinator

Here is a brief breakdown of what you are responsible for (see position description for greater detail):

- Recruit adults and girls into the Girl Scout movement.
- Implement a process to place all interested girls and adults into respective troops/groups or individual members.

Position Description-Service Unit Recruitment and Placement Coordinator

Reports to: The Service Unit Director

Term: One year, renewable

Estimated Time Commitment: Ongoing, with September, October and January of each year having increased activity.

Responsibilities

- Recruit adults and girls by providing information about the Girl Scout movement, hosting recruitment events, parent meetings, and working with schools and community locations in your areas to distribute recruitment material.
- Implement a process to place all interested girls and adults into respective troops/groups or individual members, includes working closely with the Service Unit Registrar.
- Provide adults and girls with necessary documentation such as membership registration information, volunteer job descriptions, and financial assistance information.
- Assist in identifying membership growth needs and helping to formulate new troops to accommodate membership growth.
- Develop and maintain solid relationships with community members including: school personnel, parent, groups, business organizations, and churches.
- Maintain lists of un-served girls and work with service unit team members to develop strategies to enable adults and girls to participate in the Girl Scout Program.