

RECRUITMENT COORDINATOR POSITION DESCRIPTION

- POSITION ACCOUNTABLE TO:** Membership Specialist.
- TERM OF OFFICE:** One (1) year, subject to re-appointment following annual review.
- FUNCTION:** Establish, organize, and help support Girl Scout troops/groups in assigned area.

ACCOUNTABILITIES:

A. KNOW YOUR COMMUNITY/SCHOOL.

1. With Membership Specialist, analyze membership data.
2. Assist Membership Specialist with community cultivations.
3. Assess need for additional girl and adult recruitment activities.
4. With Membership Specialist and Service unit, develop a membership plan.

B. RECRUIT AND REGISTER TROOP LEADERSHIP.

1. Identify need for adult Leaders/Advisors reflective of area's diverse population.
2. Organize & conduct adult recruitment events.
3. Interview prospective Leaders/Advisors and distribute proper paperwork.
4. Refer/recommend potential Leaders/Advisors for appointment by Membership Specialist.
5. Arrange and deliver **New Leader** orientation. Include Leader job description, required leadership training and importance of attending Service Unit Meetings.
6. Once troop leadership has been confirmed, follow-up to see that troops are registered.

C. SCHEDULE RECRUITMENT -- ESTABLISH AND ORGANIZE TROOPS.

1. Contact current members and encourage re-registration.
2. Organize and conduct girl recruitment activities.
3. Determine all potential areas for recruitment, i.e. houses of worship, recreation centers, after-school centers, schools.
4. Discuss recruitment methods with school(s) and community sites. Distribute flyers/information as appropriate.
 - Determine the best method for recruiting targeted populations.
 - Provide information about Girl Scouting at school functions and community activities.
 - Establish and conduct informational meetings for parents and girls.
 - Register girls and adults at recruitment events.
 - Offer the opportunity for registering as an Individual Member.
 - Explore the opportunity to develop new groups in your assigned area.
5. Recruit girls reflective of the area's diverse populations.
6. Hold additional recruitment activities throughout the year.
7. Place girls as they are recruited into existing troops or organize new troops as needed.

D. PROVIDE SUPPORT TO TROOP LEADERS/ADVISORS.

1. Contact new Leaders/Advisors within their first month of troop meetings.
2. Serve as a contact person to Troop Leaders/Advisors.

E. COLLABORATE WITH SERVICE TEAM MEMBERS.

1. Attend the Service Team Workshop.
2. Attend and participate in scheduled service team and service unit meetings.

F. REPRESENT HOMESTEAD COUNCIL WITHIN YOUR COMMUNITY/SCHOOL.

1. Promote Girl Scouting among adults and girls within your community/school.
2. Distribute Girl Scout information (i.e. event flyers, Council program books, recruitment flyers.)

G. CARRY OUT OTHER DUTIES AS ASSIGNED BY THE SERVICE UNIT MANAGER.

QUALIFICATIONS:

- Commitment to promoting pluralism.
- Willingness to learn, to work with others, and to participate in training for the position.
- Commitment to the mission of Girl Scouts of the USA
- Register as a member of Girl Scouts of the USA
- Good written and oral communication skills, including interviewing and public speaking.
- Able to initiate action and work independently.
- Knowledge of your community and its resources.
- Understand and interpret how the Girl Scout program can meet the interests and needs of girls.
- Willing to work with ALL people regardless of race, color, religion, sex, age, marital status, national origin, disability, or receipt of public assistance.
- Able to analyze/read membership data.

