

## Girl Scouts of Greater Los Angeles

### Service Unit Registrar Volunteer Position Description

**Term:** October 1 to September 30, re-appointed yearly

**Approved by &  
Accountable to:** Service Unit Manager, in partnership with Membership Specialist

**Function:** Train leaders annually on council's registration procedures. Collect and process Financial aid registration paperwork and Annual Troop/Group Finance Reports by designated deadlines. Assist Service Unit Team by providing information regarding Service Unit registration status and lead Early Bird Online Renewal process. Ensure all new leaders successfully complete new volunteer on-boarding procedures and assist new leaders with girl registration as needed.

**Accountabilities:**

- Attend Annual Registrar Early Bird Training.
- Implement Service Unit Early Bird Online Renewal training.
- Assist new leaders throughout the year with eBiz/registration guidance.
- Maintain necessary service unit registration records and reports.
- Review reports received from Council and keep service unit team informed.
- Provide guidance to all council approved leaders/co-leaders as needed.

**Qualifications:**

- Is a currently registered member of GSUSA.
- Believes in the mission, purpose and philosophy of Girl Scouting.
- Has good organizational, problem solving and human relation skills.
- Supports and promotes council registration practices and procedures.
- Is able to motivate and delegate as well as handle multiple tasks.
- Performs task willingly and accepts the responsibilities of the job.

**Standards of Performance:**

- Performs tasks willingly and effectively.
- Complies with GSUSA & GSGLA policies, practices and procedures.
- Participates in a yearly evaluation.

As a supportive partner with the Service Unit Team, I agree to fulfill my duties as Service Unit Registrar for the upcoming year.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_