

Volunteer Position Description Service Unit Recruiter

Summary: The Service Unit Recruiter, along with the Service Unit Manager is responsible for planning and implementing recruitment events with the goal of placing every girl who wishes to be a Girl Scout member in a troop/group or as an individual Girl Scout and carry out recruitment of adults for various positions for all pathways.

Term of Appointment:

The Service Unit Recruiter position is appointed from October 1 through September 30, for a term of 1 year with re-appoint occurring annually.

Appointed by/Accountable to:

Service Unit Manager/Membership Specialist

Duties and Responsibilities:

Responsibilities to the Service Unit:

- May work with one or more service unit team members to develop and implement recruiting plans for the service unit.
- Takes affirmative action to recruit minority adults and non-traditional leaders.
- Collect information on upcoming school/area events.
- Identifies sources for recruiting adult leadership.
- May assist leaders with conducting parent meetings to recruit volunteers/leaders
- Submits names of potential leaders to the Mission Delivery Specialist.
- Contacts existing troop/group leaders to place individual girls
- Maintains information on recruitment progress

Responsibilities to the Service Unit:

- Keep the service team up-to-date on recruiting progress.
- Attend and participate in service unit team meetings and service unit leader meetings to collect and provide information.
- Remain informed about and comply with the most current policies, procedures and guidelines of GSGLA and GSUSA including *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Identify potential recruiters.

Core Competencies: Each GSGLA Volunteer will effectively demonstrate these behaviors:

- **Girl focused:** Empower girls to choose and adapt activities, learn by doing, cooperate with others, and reflect on what they've accomplished (as well as on current issues that involve their interests and needs) while having fun.
- **Demonstrate personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Demonstrate adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Demonstrate effective oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Demonstrate adequate computer skills:** Access to e-mail and the Internet, plus knowledge of social media.
- **Additional requirements:**
 - Must be in good standing with Girl Scouts of Greater Los Angeles (GSGLA), be a registered adult member of Girl Scouts of the United States of America (GSUSA),

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complete a Volunteer Application / Criminal Background Check and update these items every three years.

- Believe in the purpose and philosophy of Girl Scouting and adhere to the principles of the Girl Scout movement and the goals of GSUSA and GSGLA.
- Have a working knowledge of the goals, objectives, and policies of GSGLA and an acceptance of and willingness to promote them.
- Be familiar with the appointed service area.
- Perform tasks willingly and effectively and be a team player.
- Have an ability to communicate effectively under pressure while maintaining good working relationships with volunteers, staff, and parents.
- Demonstrate planning, organizing, recruiting, problem solving, human relations, and supervisory skills.
- Understand and observe the organizational structure and relationship of GSGLA staff and volunteers.
- Have an ability and willingness to make decisions and delegate responsibility.
- Have the commitment and the time needed to perform specified duties.

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

Volunteer - Print Name _____

Signature _____

Date _____

Membership Specialist - Print Name _____

Signature _____

Date _____

Membership Manager - Print Name _____

Signature _____

Date _____