

## Volunteer Position Description Service Unit Registrar

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**Summary:** The Service Unit Registrar is accountable for providing help with the registration process to new and experienced troop/group leadership teams.

**Term of Appointment:**

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

**Appointed by/ Accountable to:**

Service Unit Manager and Membership Specialist

**Duties and Responsibilities:**

- **To the Service Unit:**
  - Assist Leaders with registration issues throughout the year
  - Train Troop Leaders in online registration procedures
  - Promote Early Bird Registration
  - Maintain up to date Troop rosters
  - Analyze Service Unit registration reports
  - Maintain a Service Unit adult roster
  - Ensure Service Unit communication with independently registered girls
  - Keep an inventory of forms available and list of where to find them online
- **To the Service Unit Team:**
  - Attend monthly Service Unit Meetings
  - Assist with follow up on lapsed Girls and Troops
  - Assist in identifying underrepresented schools or communities
  - Assist in arranging recruiting events and placing girls

**Core Competencies: All 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.
- **Demonstrates personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Demonstrates adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Demonstrates effective oral communication:** Express ideas and facts clearly and accurately.
- **Fosters diversity:** Understand, respect, and embrace differences.
- **Demonstrates 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), complete a Volunteer Application/Criminal Background Check and update these items every three years.

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- 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. Is accepting and willing to promote these items with a focus on One Mission, One Goal.
- Be familiar with the appointed service area.
- Perform tasks willingly and effectively; and is 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.
- Be willing to bring issues to the appropriate person and respect decisions made.
- Understand and observe the organizational structure and relationship of GSGLA staff and volunteers.
- Have the ability and willingness to make decisions, handle multiple tasks, and delegate responsibility.
- Have the commitment and the time needed to perform specified duties.
- Have extensive knowledge of eBiz procedures.
- Be able to work as part of the Service Unit Team in partnership with the Service Unit Manager.
- Be thorough and demonstrate attention to detail in record-keeping abilities.
- Complete Council Registrar training annually.

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\_\_\_\_\_

Service Unit Manager - Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_

Membership Specialist - Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_

