



Girl Scouts®

Position Description
**COMMUNITY/SCHOOL
RECRUITMENT COORDINATOR**

PURPOSE: Recruitment and retention of girls within community/school.

TERM: One year – reviewed annually

ACCOUNTABLE TO: Service Unit Supervisor/Team Leader and/or Membership Specialist

QUALIFICATIONS:

1. Current member of Girl Scouts – Dakota Horizons.
2. Have knowledge of Girl Scout policies.
3. Demonstrate basic management skills.
4. Good communication and organizational skills.

RESPONSIBILITIES:

1. Coordinate and conduct girl/adult recruitment at school/community.
 - Collect/review registrations.
 - Submit registration forms to Service Unit Registrar in a timely manner.
 - Plan a parent night to recruit new leaders if necessary.
 - Ensure new troop leaders/co-leaders are provided with training information.
 - Report results to Service Unit Supervisor/Team Leader and/or Membership Specialist.
2. Arrange for distribution of recruitment flyers.
3. Confirm troop registrations.
4. Assist leaders in securing meeting place, sponsorship, resource materials and planning parent meetings as needed.
5. Register Independent Girl Scouts.
6. Arrange transfers as needed.
7. Retain current Girl Scout members.
8. Conduct Early Bird Registration
9. Promote understanding and appreciation of individual, cultural, religious and racial differences.
10. Develop membership goals with Service Unit Supervisor/Team Leader and Membership Specialist.
11. Attend Service Unit meetings regularly.
12. Participate in performance appraisals/recognitions of school/community volunteers.