

## **Service Unit Recruitment Coordinator**

### **Term:**

October 20\_\_\_\_\_ through September 20\_\_\_\_\_

All Service Unit positions will have a two-year term limit. Following the two-year term limit, volunteers may express their interest for another two-year term and would participate in the selection process. Service Unit Volunteers may serve two consecutive terms and can then apply for another position or apply for the previously held position after at least a one term (two-year) break.

**Purpose of this position:** Works in partnership with troops, Service Team, and council staff to coordinate recruitment of volunteers and Girl Scouts,

### **Girl Scout Values:**

- Role model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise & Law.
- Be up-to-date with all Girl Scout news, curriculum, policies, procedures and events in the area.
- Be available in the community to answer questions and connect with new volunteers in a positive and uplifting manner.
- Communicate in a respectful, prompt, and effective manner to peers and girls and maintain confidentiality where necessary.

### **Responsibilities:**

- Complete all initial and recurring training required for your role on the Service Team.
- Throughout the year identify opportunities for recruitment events at area schools, libraries, and community events.
- Collaborate with council staff, area schools, and area troops to plan, coordinate, and execute recruitment events.
- Assist council staff with back to school recruitment events, generally June through September.
- Plan and conduct membership recruitment events and/or other recruitment activities from SU Plan of Work.
- Follow-up with newly recruited volunteers and Girl Scouts to ensure they have the support they need.
- Communicate recruitment progress with Service Team, Volunteer Liaison, and membership staff.
- Attend Service Team and Service Unit meetings.
- Ensure adherence to Safety Activity Checkpoints at all Service Unit sponsored events.
- Be up-to-date with updates to Volunteer Essentials, Safety Activity Checkpoints and Blue Book of Basic Documents.

**Qualifications:**

- **Ability to Focus on Girl Scouts:** Understand that the Girl Scout Leadership Experience is based on girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds
- Ability to speak and write clearly, accurately, and enthusiastically
- Basic knowledge about your community and its resources
- Demonstrate strong group and interpersonal communication skills, ability to lead.
- Strong DEI and cross-cultural communications skills, including the ability to communicate and recruit effectively with diverse communities who live in your service unit.
- All Service Team volunteers must maintain a registered membership and current background check with GSSOSAZ.
- Have read and signed Code of Conduct, Volunteer Essentials, and first 16 pages of the Safety Activity Checkpoints for the current membership year.
- Be organized, and have the ability to keep accurate and up to date records of events.
- Ability to organize and coordinate events/programs.
- Have regular access to a computer, internet, telephone and valid email address.