

## **Volunteer Position: Service Unit Membership Coordinator**

### **Summary**

The SU Membership Coordinator (SUMC) serves as an ambassador for Girl Scouts, seeking to engage and recruit new members into the organization. The SUMC also ensures the success of Girl Scout membership registration/renewal, as well as the accurate representation of troop and volunteer opportunities within the service unit.

**Average Time Commitment:** 4-6 hours per month

**Term of Appointment:** One year

### **Appointment and Accountability**

- Appointed for the assigned service unit from June 1 through May 31
- Accountable to the Service Unit Membership & Support Manager and assigned Membership Manager
- Responsible for the direction and support of school captains and recruitment event volunteers
- Position is renewable upon review and application

### **Responsibilities**

- Collaborate with the Service Unit Membership & Support Manager, other members of the service team, and the assigned Membership Manager on setting membership recruitment and renewal goals
- Develop the service unit membership renewal and recruitment plans
- Lead and/or coordinate service unit membership renewal and recruitment efforts and engage service unit volunteers to participate
- Instruct others on current methods for completing membership registration and opportunities for participation
- Plan and coordinate the implementation of pre-k recruitment efforts
- When applicable, manage the work of school captains and recruitment event volunteers in order to maximize recruitment opportunities and distribute materials
- Ensure proper troop establishment and operation regarding girl and adult participation, according to GSUSA and GSHS standards
- Regularly utilize Looker to review membership goal progress, troop information, and member information
- Update the Service Unit Membership & Support Manager of membership registration and renewal progress
- Maintain an up-to-date contact list of all service team membership and troop leadership

### **Expectations of All Service Team Volunteers**

- Complete all required SU position-based training
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude. Be a positive representative of the Girl Scout Promise and Law
- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA with a positive and enthusiastic attitude
- Value diversity and inclusion and help others understand and embrace it
- Support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (petals, badges, Journeys, and other leadership awards)
- Ensure any requested/required forms and reports are submitted to council by due dates.
- Ensure positive visibility and awareness of Girl Scouting in the community
- Create an atmosphere of appreciation within the service unit using both informal methods and more formal GSUSA and GSHS Adult Volunteer Awards & Recognitions
- Adhere to the policies of the Girl Scouts and promote Girl Scouting in a positive manner to the public as well as to all internal and external customers

### **Qualifications**

- Must be at least 18 years old
- Must be in good standing with the Girl Scouts Heart of the South
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of the South