

## Volunteer Position Description

**Position:** Community Troop Organizer/Recruiter

**Accountable to:** Service Unit Manager and GSCI membership staff

**Term:** 1 year appointment

**Summary:** Organize new troops in a designated area, support newly appointed volunteers, serve as liaison for community, local schools, and Girl Scouts of Central Indiana all while working cohesively with designated membership staff. The community troop organizer is an essential position on the service team as they are the bridge between Girl Scouts of Central Indiana and local communities.

### Accountabilities

- ❖ Work directly with your Membership Campaign Manager and other key GSCI staff members
- ❖ Attend Community Troop Organizer trainings annually
- ❖ Attend service team and service unit meetings regularly
- ❖ Study data concerning existing troops, girl potential and collaborate with Membership Campaign Manager, Service Unit Manager and Registrar to recruit new leaders, place girls and set goals for service units
- ❖ Promote a welcoming and inclusive environment for all girls, families and volunteers.
- ❖ Recruit qualified leaders for new and existing troops throughout the year.
- ❖ Distribute and collect girl interest cards and return them to the Membership Campaign Manager within 1 week; help form new troops and place girls in existing troops
- ❖ Help troops register properly and on time
- ❖ Assist leaders in securing meeting places
- ❖ Build an open line of communication with key community members
- ❖ Promote Girl Scouts – its programs and benefits throughout community
- ❖ Provide support, information and reassurance to new and existing volunteers

### Requirements

- ❖ Be a registered volunteer of Girl Scouts of the USA with approved criminal background check
- ❖ Abide by the Girl Scout Promise and Law
- ❖ Opt-in to emails from GSUSA and Girl Scouts of Central Indiana
- ❖ Understand and promote the principles of the Girl Scout Leadership Experience and alternative ways girls can participate outside of troops
- ❖ Convey enthusiasm for Girl Scouting
- ❖ Have time to perform principal duties effectively
- ❖ Work positively with other adult volunteers
- ❖ Possess skills to plan, organize, and direct
- ❖ Recruit girls and adults year-round

**Evaluation:** Evaluated and reappointed annually by service unit manager and membership campaign manager