



# Service Unit Lead Membership Recruiter Position Description

**Supported by:** Service Unit Manager (SUM), Membership Recruitment Specialist (MRS), and Service Unit Support Specialist (SUSS)

**Appointed by:** SUM with approval by the MRS

**Term:** One year; may be reappointed annually

**Function:** Direct recruitment, promotion, and organization of new girls and adults to join the Girl Scout movement by supporting a team of membership recruiters in their service unit.

**Expectations:**

- Works with recruiters and service unit team to develop a year-round recruitment plan based on service unit's budget and event calendar.
- Attend monthly service unit team and leader meetings to report on membership efforts.
- Identify underrepresented girls and grades for recruitment efforts.
- Organize informational meetings at schools, community centers and community events to recruit new girls and adults.
- Plan and execute two recruitment events during the membership year with support of the service unit and recruiters.
- Understand and promote use of the Opportunity Catalog to assist girls and new adults in joining and starting troops.
- Communicate membership leads to SUM and MRS.
- Maintain communication with parents, potential volunteers, service unit team and council staff.
- Attend community events to promote Girl Scout opportunities.
- Educate new leaders that both girls and volunteers must be registered members of Girl Scouts of the USA. Volunteers require proper background clearance.
- Maintain confidentiality and security of member data.

**Requirements**

- Organized, efficient and enthusiastic individual who relates well to people and positively communicates the Girl Scout Mission, Vision, Promise, and Law.
- Be a registered member in good standing, with current membership status and background clearance.
- Attend annual Recruiter Summit.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group.
- Comply with Girl Scouts of the USA and Girl Scouts San Diego Council standards, policies, procedures and guidelines.

Troop # \_\_\_\_\_ SU # \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

City, Zip \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

### Girl Scout Law

**I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.**

*This agreement must be signed and returned to membership staff.*

**I have read and understand the responsibilities of this position.** I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a Lead Recruiter I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my Service Unit Manager and Membership Recruitment Specialist.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for volunteering!**