



## Service Unit School Liaison/Recruiter

**Purpose:** To recruit adults and girls, organize troops, and promote Girl Scouting.

**Accountability:** Works under the direction of the service unit manager.

**Supervises:** None

**Term of Appointment:** Varies

### Primary Responsibilities and Duties:

- Accepts the beliefs and principles of Girl Scouts of the USA. Is a positive role model.
- Supports all the work and follows the policies and procedures of GSUSA and GSNCA.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community and is committed to organizational diversity.
- Participates in service unit meetings and appropriate council meetings and activities.
- Recruits adult volunteers to lead new troops and girl members.
- Responds to inquiries regarding troop availability and placement within 24 hours.
- Maintains girl membership interest list for schools and up-dated placement lists for assigned areas.
- Organizes and conducts recruitment events at assigned schools.
- Requests and distributes recruitment materials and advertising at assigned schools.
- Networks with school staff, school district officials, and key volunteers (such as: PTO, troop leaders, etc.).
- Develops and maintains good working relationships with potential recruitment and meeting place site personnel.
- Coordinates and maintains constant communication with the service unit manager and troop organizer.
- Performs other duties as needed.

### Qualifications:

- Must be a registered member of Girl Scouts of the USA through GSNCA.
- Must be at least 19 years of age and an approved volunteer who has successfully completed the council's volunteer application and selection process, including an acceptable background check.
- Ability to communicate with volunteers by phone, internet, and letter.

### Core Competencies:

- Ability to analyze data and develop a detailed service unit development plan as part of the service unit team that meets the needs of the area and support council goals.
- Ability to communicate effectively with volunteers and community leaders, as well as girls and their parents.
- Ability to plan and chair meetings when necessary.
- Knowledge of the local community and the ability to assess and cultivate community resources to expand and promote Girl Scouting.

**Training for Position (on gsLearn):**

- New Leader Orientation or equivalent
- School Liaison/Recruiter Training