



Volunteer Position Description & Agreement: Girl Scout Organizer

Term of Appointment: A term that could be anywhere from 2-4 hours to several days, weeks or a full year that is renewable upon successful completion and review of the term.

Summary: Through Recruitment Events and/or Presentations, the Girl Scout Organizer is responsible for the collection of names and contact information of girls and potential adult volunteers in a specific geographic area or school. She/he is also responsible for submitting those names to the Recruitment Specialist in a timely manner.

Reports to: Service Unit Manager

Support: Service Unit Team and Recruitment Specialist.

Benefits:

- Strengthen Communication Skills
- Build Networking Skills
- Enhance Sales Skills

Expectations:

- Organize girl-led activities and presentations within a school or community setting that address current girl interests and needs in order to recruit girls and adults.
- Provide basic information about the Girl Scout Leadership Experience (GSLE), including Journey books, *The Girl's Guide to Girl Scouting*, Volunteer Tool Kit, and customized local experiences.
- Communicate effectively and clearly with girls and parents/guardians and provide information about Girl Scouting in the community.
- Assist potential members with the registration process using volunteer systems.
- Submit all names "leads" to the Recruitment Specialist in a timely manner.
- Share knowledge, experience, and skills using a positive, flexible approach.
- Remain informed about and comply with *Volunteer Essentials*, *Safety Activity Checkpoints*, and state laws.

Qualifications:

- Girl Focus - Empower girls to choose and adapt activities, learn by doing, cooperate with others, and reflect on what they have accomplished (as well as on current issues that involve their interests and needs), all while having fun.
- Personal Integrity - Demonstrate dependability, honesty, and credibility.
- Adaptability - Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- Oral Communication - Express ideas and facts clearly, concisely and accurately.
- Foster Diversity - Understand, respect, and embrace differences.
- Computer Skills - Access to email and the Internet, plus knowledge of social media.

Additional Requirements:

- Must be at least 18 years of age.
- Must be guided in all actions by the Girl Scout Mission, Promise and Law.
- Must become a registered member of GSUSA and successfully complete the volunteer approval process.
- Be familiar with the most current policies, procedures and guidelines of Girl Scouts of Northern Illinois (GSNI) and Girl Scouts of the USA (GSUSA).
- Must complete the required training assigned and provided by GSNI and GSUSA.