

Volunteer Position Description / Agreement: Service Unit Registrar

Term of Appointment: A one-year term that is renewable upon a mutual agreement between volunteer and volunteer's supervisor.

Summary: The Service Unit Registrar is responsible for informing leaders about and answering questions about membership registration, as well as collecting, checking, and submitting registration information to council.

Reports to: Service Unit Manager

Support: Data Manager, Member Support Specialist, Volunteer Resource Manager

Benefits: Organization Skills, Communication Skills, Computer Skills

Responsibilities:

- Promote usage of the MYGS Community to all members.
- Attend service team and service unit volunteer meetings to help leaders with registration and collect registration materials.
- Run and share reports in Looker at Service Unit meetings to ensure all data is correct.
- Educate service team members and leaders in the correct completion of all membership registration materials.
- Check troop registration forms for accuracy, appropriate numbers of girls and adults, consent forms, membership dues, and receipt of all monies due
- Resolve difficulties with troops regarding the registration process.
- Verify with Troop Leaders that rosters provided by GSNI are correct.
- Maintain and update troop registration information on all members, and update records as needed.
- Cooperate with all Girl Scout volunteers, other Service Units, and community organizations and agencies as appropriate.
- Remain informed about, comply with, and communicate the most current policies, procedures, and guidelines of Girl Scouts of Northern Illinois (GSNI) and GSUSA.

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty and credibility.
- **Adaptability:** Adjust, modify one's 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/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Must become a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Stay informed about and comply with the current requirements of *Volunteer Essentials*, *Safety Activity Checkpoints*, state laws, and procedures and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by Girl Scouts of Northern Illinois (GSNI) and GSUSA.