



Position Description
Service Unit Registrar
For
_____ **Service Unit**
(Service Unit name)

GENERAL DESCRIPTION: Works with the leaders to register girls and adults in the Service Unit.

APPOINTED BY: Service Unit Manager

TERM OF APPOINTMENT: One year; may be reappointed based on performance

RESPONSIBILITIES:

- Registers as a member of GSUSA
- Completes all required training for position
- Provides leaders with assistance in completing and submitting registration forms
- Collects all registration forms and reviews forms for accuracy
- Maintains Service Unit membership database
- Provides information to the Service Unit service team as needed on girl and adult membership
- Supports Council Goals and Objectives, Policies and Procedures

DIRECTLY SUPPORTED BY: Service Unit Manager/Service Team and Membership Staff

POSITION AGREEMENT

The responsibilities of this position have been discussed with me and I have agreed to fulfill them to the best of my ability for Girl Scout year _____.

Signature

Date

CONTACT INFORMATION:

Printed Name: _____

Mailing Address: _____

E-Mail: _____

Phone: _____