

Position Description Service Unit Recruiter

Title: Service Unit Recruiter

Appointed by: Service Unit Manager(s) and the Membership Specialist

Reports To: Service Unit Manager

Term of Appointment: The Service Unit Recruiter is appointed for a one year term that is renewable upon completion of evaluation process.

Job Summary: The Service Unit Recruiter plans and implements year round recruitment opportunities for girls and adults and manages the placement of girls in the pathway of their choice.

Support: The Service Unit Recruiter receives support, guidance, and encouragement from the Service Unit Team, Troop/Group Leaders, Service Unit Volunteers, Membership Specialist, and works closely with the Service Unit Data Manager. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete the background check
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal integrity
- Adaptability
- Oral and written communication - *express ideas and facts clearly and accurately*
- Experience in community organizing and demonstrated team building abilities
- Foster diversity – *willingness to work with diverse groups and cultures in a positive manner*
- Owe no outstanding debts to GSCSNJ
- Computer skills – *access to email and the Internet*
- Attend Service Unit meetings
- Have the time to call parents and volunteers
- Knowledge of Girl Scout Leadership Experience and Pathways

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Responsibilities:

- Recruit girls and adults who represent the diversity of the population in the assigned area through community recruitment events and other promotional opportunities
- Share all contact information collected through recruitment efforts online via www.gscsnj.org or with council lead form
- Inform Service Unit Data Manager when new troop numbers need to be requested from Council
- Organize and place girls and adults into new and existing troops using MyGS
- Provide support to new leaders
- Work with Service Unit Data Manager to identify girl and adult openings in existing troops
- Work with Service Unit Data Manager to place girls on 'Placement Pending' and 'Awaiting Placement' lists
- Support and promote the Girl Scout leadership experience
- Participate as an active member of the Service Unit Team by attending regular Service Unit Team leader meetings and participating in the creation of the annual Service Unit recruitment plan
- Implement Service Unit recruitment plan by organizing local recruitment events and requesting materials and support as needed
- Communicate recruitment progress to Service Unit Team and GSCSNJ staff members
- Maintain positive work relationships with Service Unit Team members, parents, and leaders

Position Agreement

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

Visit link to sign electronically: <https://bit.ly/3bap5DK>