

Summary: The volunteer supports the recruitment and placement of new girls and adults in the service unit. The volunteer will help ensure that the New Girl Scout Leadership Experience is consistent with all recruitment and placement opportunities.

Term of Appointment: The membership coordinator is appointed for a August 1 - July 31 term that is renewable upon completion of evaluation processes.

Supervision: Reports to the membership manager.

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- In coordination with staff membership manager and service team members will create and implement strategic plans for recruitment of girls and adults within the service unit.
- Plan and coordinate volunteer run recruitment events within the service unit to increase girl and adult membership.
- Manage and oversee placement of new girls in troops within the service unit.
- Manage and promote individually registered girls' participation in council pathways and service unit events/programs.
- Support lifetime members within the service unit.
- Coordinate outreach to underserved Girl Scout populations within the service unit.
- Attend service team and service unit volunteer meetings.
- Communicate on a regular basis with membership manager.

Position Competencies:

- This position requires effective public speaking skills and enjoys talking with girls and adults about Girl Scouts.
- This position requires the ability to communicate effectively in written communication.
- This position requires impeccable organization skills.
- This position requires effective management skills, including planning, coordinating, delegating, supervising and evaluating.
- This position requires problem solving and conflict resolution skills.

Core Competencies:

1. **Girl Focus:** Is respectful and empathetic to girls and creates a friendly environment for girls and adults.
2. **Adaptability:** Maintains a sense of humor, emotional composure and objectivity under pressure, ambiguity or opposition.
3. **Fostering Diversity:** Removes barriers to participation (holds meetings in accessible locations, uses translators, etc.).
4. **Oral Communication:** Uses public speaking skills to deliver clear, organized and vibrant presentations or information to the individual or group.
5. **Personal Integrity:** Demonstrates dependability, honesty and credibility.