

Summary: Answer questions from service team, volunteers and parents regarding Personify. Verify service unit membership records with council records. Promote and encourage on-time registration and work with service unit product manager to ensure all girls selling Girl Scout products are registered members.

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

Supervision: Reports to associate registrars and service unit 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).
- Attend service team and service unit volunteer meetings.
- Troop number assignment.
- Quality assurance for initial intake of registration forms and fees.
- Database "guru" for all service team members.
- Track background check and registration status for all events and product sales.
- Coordinate with adult development team on training of leaders on the troop registration process.
- Coordinate spring re-registration process.
- Work closely with associate registrar.
- Provide support to leaders unable to use online Troop Management.

Position Competencies:

- Good computer skills and access to a computer that you can load an application onto.
- Knowledge of Girl Scout registration procedures.
- Ability to keep legible, accurate and detailed records.

Core Competencies:

- 1. Girl Focus:** Is respectful and empathetic to girls, and creates 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 (provides training, uses translators, etc.).
- 4. Oral Communication:** Expresses ideas and facts clearly.
- 5. Personal Integrity:** Maintains confidentiality and makes ethical decisions that include responsibility to self, community, and society.