



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

M E M B E R S H I P C O O R D I N A T O R

Appointed by and Accountable to:

Service Unit Manager

Term:

One Year

Purpose:

- To support the recruitment and placement of individual girls (Juliettes) and nonaffiliated adults in the Service Unit. Ensure that the New Girl Scout Leadership Experience is consistent with all recruitment and placement opportunities.

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA).
- Accepts the principles of the Girl Scout Promise and Law.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community.
- Is committed to organizational diversity.
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures.
- Is knowledgeable of the Girl Scout Program, its aims, and intent.
- Is knowledgeable of GSOFACT's structure and program for girls.
- Is knowledgeable of the specific program level assigned, either through experience, or through training for the position.
- Has potential to develop skills that deal with problem solving, effective communication and interpersonal group relationships.
- Has effective public speaking skills and enjoys talking with girls and adults about Girl Scouts.
- Is organized and has effective management skills including planning, coordinating, delegating, supervising and evaluating.
- Maintains a positive attitude and enthusiastic demeanor.

Duties and Responsibilities:

- Takes initial and ongoing training necessary to execute the duties of the position.
- Explains the Girl Scout Pathways framework to volunteers and potential members ensuring all options for participation are encouraged town-wide.
- Consults with Service Unit Organizers to help in the placement of girls within the Troop/Group Pathway as requested.
- Manages and supports participation of individually registered girls and adults, including Lifetime Members, in Council Pathways and Service Unit events/programs.
- Develops and implements a calendar of events/activities for Juliette's and ensures each girl receives a copy.
- Recruits and appoints adult volunteers to support and carry out Juliette activity/event plans as necessary.
- Provides an opportunity for girls to participate in the Product Sales program. Works with Service Unit Treasurer to manage finances as applicable.
- Ensures that girls have the opportunity to earn appropriate grade level recognitions.
- Serves as the local liaison and advocate for individually registered members; girls, adults and Lifetime Members.
- Provides a communication link for individually registered members and their families through a variety of methods (telephone, email, newsletter, etc.)

- Attends and participates in Service Team and Service Unit meetings representing the interests and needs of all individually registered members.
- Participates in performance evaluation with Service Unit Manager.