



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

O R G A N I Z E R

Appointed by and Accountable to:
Term:

Service Unit Manager
One Year

Purpose:

- To recruit girls and adults in the local community and place them in Girl Scouts on a year-round basis
- Works in partnership with volunteers and community agencies/businesses to ensure the Girl Scout Program is available and accessible for all interested girls and adults

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 community organizations and resources
- Is willing to initiate effective communication to a wide variety of people and organizations
- Maintains a positive attitude and enthusiastic demeanor

Duties and Responsibilities:

- Takes initial and ongoing training necessary to execute the duties of the position
- Establishes goals and objectives with the Service Unit Manager and/or Service Team
- Is informed about new programs and changes at GSOFACT, ensuring the most current materials are being used
- Attends and reports at Service Team and Service Unit meetings on changes in membership and status of Troop/Group/Individual placements
- Gathers information on the girl population for an assigned school(s) or geographic area developing recruitment strategies based on acquired results
- Gathers information about existing Troop/Group size, waiting lists, and Leader vacancies
 - Assists with the placement of girls who will bridge to the next Program Level
- Identifies sources for recruiting adult volunteers
- Plans and carries out a membership recruitment campaign that informs adults and girls how, when, and where they may become members
 - Schedules and plans recruitment events and distributes materials to schools, places of worship, libraries, community groups, etc.
- Makes Troop/Group assignments based on girl/adult recruitment
- Maintains a waiting list of interested girls who can not be immediately placed in a Troop/Group
 - Assigns girls to existing Troops/Groups as vacancies occur or to new Troops/Groups as they are created
- Conducts parents meetings to recruit volunteers for unplaced girls
- Finds and arranges for appropriate Troop/Group meeting places with input from Leaders and in accordance with the *Safety Activity Checkpoints, Volunteer Essentials, GSOFACT, and GSUSA policies.*
- Obtains records and materials from previous Troop/Group Leaders to pass on to newly formed Troops/Groups.
- Participates in performance evaluation with Service Unit Manager.