

## **GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL**

### **POSITION DESCRIPTION**

**POSITION:** Membership Community Assistant (part-time, seasonal)

**REPORTS TO:** Membership Area Manager

#### **PRIMARY AREAS OF WORK:**

Under the Membership Area Manager's supervision and direction, the part-time, seasonal Membership Community Assistant is primarily responsible for mastering membership development skills, meeting council goals for recruitment and retention of girl and adult members in an assigned geographic area, supporting and overseeing volunteers and identifying volunteers for administrative roles and supporting all other Council and GSUSA goals as indicated.

#### **SPECIFIC DUTIES:**

Contribute to the overall accomplishment of the Corporate Goals by meeting membership registration goals for girls, demographic representation and other identified elements in an assigned geographic area. This includes:

- Develop and implement troop recruitment and retention strategies to meet recruitment benchmarks and troop affiliation goals.
- Support volunteer leadership development through regular contact/meetings, timely communication, team building activities, problem solving, conflict resolution and effective liaison with council staff.
- Recruit, appoint, orient and supervise certain administrative volunteer.
- Work with volunteers to organize troops by recruiting and retaining leaders and recruiting/placing girls in troops.
- Managing volunteer administrative roles when volunteer vacancies exist.  
Research and analyze and report on demographic factors and statistics to formulate recruitment strategies, develop plans of work to take appropriate action to ensure inclusiveness and attainment of membership goals by all groups. Track saturation rates/market share for assigned area and plan to increase where necessary.
- Train registrars and organizers and Welcome Specialists and coordinate the registration process for an assigned area.
- Assist troops with requesting of Financial Assistance for troop dues and shop supplies

#### **MINIMUM QUALIFICATIONS:**

- Volunteer management experience.
- Experience in sales or other membership recruitment assignments a plus.
- Experience with Microsoft Office package, including Word and Excel.
- Excellent verbal, written and interpersonal communications skills.

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- Excellent presentation skills and ability to interact effectively in a public setting.
- Strong organizational and time management skills.
- Able to work effectively and achieve goals both individually and as part of a team.
- Demonstrated ability to effectively manage resources and projects.
- Able to maintain a flexible work schedule consisting of frequent, evening and weekend meetings and activities.
- Must have access to an automobile for daily travel within the jurisdiction.
- Ability to collect and analyze data.
- Ability to manage multiple projects at a time.
- Ability to problem solve creatively.
- Ability to work independently.
- Must be able to lift 35 pounds without difficulty.

**PREFERRED QUALIFICATIONS:**

Preference may be given to candidates with Girl Scout experience or experience working with volunteers in a leadership role.