



## VOLUNTEER POSITION DESCRIPTION FOR SERVICE UNIT REGISTRAR

**ROLE:** Register troops or groups and service unit (SU) personnel, according to GSUSA procedures

### **DUTIES AND RESPONSIBILITIES:**

1. Promote online Early Bird and On-time registration of troops, groups, Juliettes and individually registered adults in the SU
2. Provide online membership registration training and support to troops, leaders/advisors
3. Collect and review all paper registrations, financial aid, first time Juliettes, and lifetime members for accuracy; complete and deliver all registrations to the Field Director within 10 working days of receipt or prior to due date
4. Serve as liaison to the Registration Department for the SU to follow up on registration issues, questions, or technical support
5. Validate monthly reports of registered troops, groups, Juliettes, and individuals for the current registration year with troop leaders and organizers at SU meetings
6. Follow-up on any delinquent registrations
7. Assist troop leaders/advisors with registering and transferring girls and adults throughout the year
8. Maintain and distribute to leaders and SU team members a list of registered SU team members and special personnel
9. Maintain a list of forming and disbanding troops/groups
10. Assign troop numbers in coordination with the Data Coordinator and Field Director
11. Participate as member of the SU team and attend monthly service unit meetings
12. Advise the SUM of the status of registration including problems or concerns
13. Maintain and distribute a roster of troop leaders with numbers of girls registered, level, and any contact information for the leader necessary at service unit meetings

### **QUALIFICATIONS:** *(volunteers must be able to)*

1. Register as an adult member of the Girl Scouts of the United States of America
2. Complete the Volunteer Position Application process
3. Accept and adhere to the purpose and principles of Girl Scouting
4. Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner
5. Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement
6. Complete required training
7. Owe no outstanding debts to the council
8. Demonstrate planning, organizational, and communication skills
9. Be comfortable using and explaining the online registration system
10. Have the ability to attend service unit meetings
11. Have the patience, time, and flexibility to meet with troop leaders/advisors at mutually agreeable times

### **Method of Selection:**

- Selected and appointed by the Field Director

### **Accountability:**

- Accountable to the Field Director and Area Manager

### **Term of Position:**

- Appointed annually