



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER POSITION DESCRIPTION
FOR SERVICE UNIT REGISTRAR



Girl Scouts.

ROLE:

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

DUTIES AND RESPONSIBILITIES:

1. Register troops, groups, Juliettes, individually registered adults, and resource volunteers
2. Review all registrations for accuracy before passing on to the field director
3. Complete and deliver all registrations to the field director within 10 working days of receiving or prior to due date
4. Follow up on any delinquent registrations
5. Assist troop leaders/advisors with registering and transferring girls and adults throughout the year
6. Maintain a current record of registered troops, groups, Juliettes, and resource volunteers for the current registration year and keep the service unit manager (SUM) advised of the status
7. Maintain a list of registered SU team members and special personnel
8. Maintain a list of forming and disbanding troops/groups
9. Assign troop numbers in coordination with the field director and SUM
10. Participate as member of the SU team
11. Advise the SUM of the status of registration including problems or concerns

QUALIFICATIONS:

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 adheres 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. 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