girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Neighborhood Registrar**

Purpose of the role: To manage the registration process for girl and adult members in the neighborhood.

Accountability: Appointed by and accountable to the Neighborhood Manager.

Staff/ Department: Community Development Manager/ Girl Development

Terms of appointment: Two years beginning June 1; renewable at the discretion of the Neighborhood Manager.

Time Commitment: 10-12 hours per month

Responsibilities:

- Promotes online spring and on-time registration of troops/groups, Juliettes and individually registered adults in the neighborhood
- Assigns troop numbers in coordination with the Girl Scouts of Eastern Missouri (GSEM) Manager of Registration Services
- Provides online membership registration support
- Follow up and forwards unaffiliated troop/group girls to Troop Organizer for placement
- Ensures that new volunteers are registered and approved
- Maintains a list of registered Neighborhood Leadership Team members
- May report troop and girl transfers from neighborhood (troop transfers may be initiated by troop leader and/or parent)
- Reviews GSEM weekly reports for accuracy and assures that each troop has pertinent leadership roles filled
- Advises the Neighborhood Manager the status of problems or concerns
- Serves as a liaison to the (GSEM) Registration Department for the neighborhood
- Maintains a list of forming and disbanding troops/groups; notifies help desk of disbanding troops/groups
- Participates as member of the Neighborhood Leadership Team

Requirements of the role:

- Meets membership requirements
- Takes appropriate training for the position
- Abides by national and local Girl Scout policies, standards and procedures
- Attends Neighborhood Association Meetings
- Computer with Internet access and email address

Knowledge and skills required:

- Human relations skills
- Ability to follow procedures for membership registration
- Ability to use current technology as appropriate
- Familiar with the volunteer application process
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- Job Orientation for Neighborhood Team Members

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