girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Troop Recruiter**

Purpose of the role: To offer membership opportunities to all girls and adults within an assigned area by facilitating school recruitment nights

Accountability: Appointed by and accountable to the Neighborhood Manager

Staff/ Department: Community Development Manager/ Girl Development

Term of appointment: Two years beginning June 1; may serve two successive terms. Renewable of the discretion of the Neighborhood Manager

Time Commitment: 4-6 hours per month

Responsibilities:

- Schedules, promotes, and organizes a Girl Scout Recruitment Night
- Distributes Recruitment Night Flyers and stickers according to the facility's policy
- Facilitates Recruitment Night
- Ensures that the Recruitment Night is properly staffed with volunteers
- Works with Troop Organizer and Community Development Manager to recruit and maintain troops/groups

Requirements of the role:

- Meets membership requirements
- Takes appropriate training for the position
- Abides by national and local Girl Scout policies, standards and procedures
- Prepares for and attends Neighborhood Association Meetings

Knowledge and skills required:

- Ability to maintain accurate records
- Communication, recruitment and interviewing skills or willingness to learn
- Familiarity with resources of area
- Knowledge of Girl Scout program
- 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 Troop Recruiter & Troop Organizer