girl scouts of eastern missouri

# ROLE DESCRIPTION

Title: **District Adult Development/Education Registrar**

Purpose of the role: To administer the registration process, maintain statistics and reserve training locations within the district.

Accountability: Appointed by and accountable to Adult Education Manager.

Staff/Department: Adult Education Manager/Adult Development

Term of appointment: Two years, renewable for an additional two years.

Time Commitment: 7 hours per month

## Responsibilities:

- Attends job orientation and in-service training as needed
- May assist the District Adult Development/Education Manager (DADEM) with assigning courses to Learning Facilitators
- Secures and confirms training locations
- May assist the DADEM Manager with preparing the District Adult Education Calendar
- Receives and processes registration for courses; forwards appropriate materials to Learning Facilitators; receives and processes attendance reports
- Prepares the District Adult Education Statistics Sheet after each training season; sends copies to the District Volunteer Development Manager and Adult Education Manager
- Sends semi-annual inventory and request for training forms and postage to the Adult Education Manager
- Processes insignia applications within the district; issues appropriate certifications and Permits to Purchase Training Insignia
- Sends copy of completed rosters, within two weeks of course, to Adult Education Manager

## Requirements of the role:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Participates in District Learning Support Team Meetings or roundtables as scheduled
- Becomes familiar with community resources

## Knowledge and skills required:

- Delegation skills
- Evaluation skills
- Record-keeping skills
- Written and oral communication skills
- Knowledge of the Volunteer Development Program
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials* and the *Lead and Learn*
- 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 District Adult Development/ Education Managers and Registrars