

Troop Organizer Role Description

Purpose: To offer membership opportunities to girls and adults in an assigned area by organizing new Girl Scout troops and assisting in the maintenance of existing troops

Accountability: Appointed by and accountable to the Neighborhood Manager and Community Engagement Manager

Department: Membership Development and Support

Term: Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the Neighborhood Manager and Community Engagement Manager

Time Commitment: Approximately 10 hours per month

Responsibilities:

- Communicate regularly with Community Engagement Manager to address needs and concerns including recruitment efforts
- Schedule, promote, organize, and facilitate Girl Scout registration events within an assigned area or school
- Submit membership registration information to the Girl Scouts of Eastern Missouri immediately following registration events
- Provide the Community Engagement Manager with the names and contact information of potential members
- Assist new troop leaders in planning a parent meeting and securing meeting locations
- Partner new troop leaders with mentors
- Work with the Neighborhood Registrar to place girls in troops throughout the year
- Work with the Community Engagement Manager to recruit and maintain Girl Scout troops
- Ensure participation of new leads at manager meetings
- Develop and maintain consistent communications with new leaders

Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to communicate effectively with adults and accomplish tasks through delegation
- Knowledge of the Girl Scout program, *Safety Activity Checkpoints*, and *Volunteer Essentials*
- Access to a computer and the internet and can use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:

- New Troop Leader Training
- Troop Money Management
- Troop Organizer Training
- Troop Organizer Orientation with CEM