

Neighborhood Registrar Role Description

Purpose: To assist in the registration process and proper placement of girl and adult members in a neighborhood

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

Responsibilities:

- Promote on-time membership registration and re-registration in the neighborhood
- Possess a thorough understanding of the membership registration process and provide registration support to the neighborhood, assistance with accessing the Volunteer Toolkit, and placing girls into troops
- Verify troop roster accuracy, including troop management roles, and background check completion
- Work with Troop Organizers, council staff and the Answer Center to place members into troops
- Follow and uphold all GSUSA and Eastern Missouri policies, standards, and procedures

Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Maintain confidentiality
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Knowledge of the Girl Scout program, *Safety Activity Checkpoints and Volunteer Essentials*
- Access to and is able to use technology to communicate, process, and maintain records
- Comfortable communicating with adults and motivating them to comply with appropriate policies and procedures

Training Required:

- New Troop Leader Training
- Troop Money Management