



Community Recruitment Team Lead

Position Description

Volunteer Position Summary: Implements year-round council recruitment strategies, develops local plans of implementation, identifies and develops local partnerships in order to recruit girls and volunteers into the movement from diverse backgrounds.

Appointed by: Elena McCreery Council-Wide Coordinator in CEME 5/2021
Name Position Date

Supervised by: Elena McCreery Council-Wide Coordinator in CEME
Name Position

Positions Supports (Check all that apply): ☒ Community ☐ Region ☐ Council-Wide

Term of Appointment: One year, March 1 – Feb. 28

Time Commitment: ●●● = High activity ●● = Medium activity ● = Low activity

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
●●●	●●●	●●	●	●●	●●	●●	●	●	●	●	●●●

Specific Tasks:

- In collaboration with the CEM, develops and leads local implementation plans for year-round council recruitment strategies that are Community specific and achieve the Community membership goal.
- Recruits girls and adults that are representative of the community's demographics at local public events and through networking opportunities.
- Follows all Council-wide recruitment and placement strategies, guidelines, and procedures.
- Coordinates with the Community Engagement Manager (CEM) to engage, and develop school district partnerships including scheduling and approval of recruitment events.
- Collaborates with the CEM by participating in the troop opportunity development work to create a recruitment strategy to reach and place more girls as new and existing troops are managed online.
- Completes training for role, if not each year, every two to three years to keep up with updates in strategies, guidelines, and procedures.
- Coordinates marketing materials at the Community level and distributes them to School Liaisons.
- Recruits team members to assist with all aspects of recruitment.
- Works with Community Placement Liaison, School Organizers, and Roster Specialist.
- Recruits volunteer translator(s) based on region specific linguistic needs.
- Collaborates with staff partner(s).
- Serves on the Community Service Team.

Expectations:

- Uphold the Girl Scout Promise and Law and Girl Scout Mission statement.
- Comply with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commit time, energy, and interest necessary to meet the requirements of the position.
- Perform all duties in a timely manner.
- Compile and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Support the Council's Culture of Philanthropy.
- Acquire information needed to perform duties: i.e. training, conferences, etc.
- Meet with staff advisor and volunteer supervisor to outline and establish ways of work for accomplishing tasks.

Requirements:

- Be a registered member of Girl Scouts of San Jacinto Council in good standing and have an approved background check on file.
- Ability to work with girls or adults from all ethnic, racial, economic and cultural backgrounds.
- Represent Girl Scouting in a professional and enthusiastic manner to girls, adults and the community.
- Possess good verbal and written communication skills.
- Understand that this position is voluntary and that no payment is provided for this service.
- Ability to plan, organize, direct, and motivate individuals and/or groups.
- Familiar with local area.
- Sales/Marketing interest.
- Complete training session(s) for this specific volunteer position.

My signature on this document signifies that:

- I have read and agree to the Volunteer Agreement and Code of Conduct.
- I understand that my name, address, telephone number and email address may be distributed within the Organization for Girl Scout purposes.
- I hold harmless Girl Scouts of San Jacinto Council, Girl Scouts of the USA, and the officers, employees and volunteers thereof, except in the case of gross negligence or willful misconduct.
- I will notify my volunteer supervisor if I am unable to perform the duties as agreed upon and outlined in my volunteer position description. If I am not performing my duties as agreed, GSSJC has the right to release me from the position.

VOLUNTEER NAME (Print)

DATE

SIGNATURE

COMMUNITY NAME