



Community Waitlist – IRG Specialist

Position Description

Volunteer Position Summary: Develops plans to engage IRGs and girls on the waitlist and informs girls and parents of Community, Region, and Council-wide opportunities.

Appointed by: _____ **Community Leadership Team**
Name Position Date

Supervised by: _____ **Community Leadership Team**
Name Position

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

Term of Appointment: One year, June 1 – May 31

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

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

Specific Tasks:

- Develops a plan to engage girls on the waitlist and encourage adults to step up to troop leadership.
- Informs girls and parents on waitlist and IRG of Community, Region, and Council-wide opportunities including product sales.
- Plans and implements waitlist meetings for girls and adults including IRGs as appropriate.
- Manages the roster for individually registered members (girls and adults).
- Supports year round recruitment.
- 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.

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 maintain confidentiality.
- 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