



Community Recruitment Team

Position Description

Volunteer Position Summary: Recruits girls and adults to participate in Girl Scouts through year round recruitment strategies.

Appointed by: _____ **Community Recruitment Team Lead**
Name Position Date

Supervised by: _____ **Community Recruitment Team Lead**
Name Position

Position Supports (Check all that apply): ☒ Community ☐ Region ☐ Council-wide

Term of Appointment: One year, June 1-May 31; more specifically serves on a Fall Team June 1- Oct 31, Spring Team Nov. 1- May 31, or both

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

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

Specific Tasks:

- Works with the Community Recruitment Team Lead to implement year round recruitment strategies that are Community specific and achieve the Community membership goal.
- Focuses on fall or spring recruitment, or both.
- The Fall Team focuses on fall events including meet the teacher, school open houses, school rallies, and multi-school recruitment events.
- The Spring Team focuses on spring recruitment including bring a friend events, Daisy to Be Events, Extended Registration.
- Recruits girls and adults that are representative of the community's demographics at local public events and through networking opportunities.
- Assists with the coordination of site locations for recruitment and other events.
- Helps coordinate GSSJC marketing materials at the Community level and assist with the distribution at the appropriate location.
- Duties as assigned.

Expectations:

- Upholds the Girl Scout Promise and Law and Girl Scout Mission statement.
- Complies with GSUSA Policies, Standards and Guidelines, GSSJC Articles of Incorporation and Bylaws, GSSJC Policies and Operational Procedures.
- Commits time, energy, and interest necessary to meet the requirements of the position.
- Performs all duties in a timely manner.

- Compiles and report all relevant information to assigned volunteer or Council department (such as rosters, evaluations, issues).
- Supports the Council's Culture of Philanthropy.
- Acquires information needed to perform duties: i.e. training, networking events, etc.
- Meets with 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 follow instructions, and assist with recruitment year round.
- Ability to maintain confidentiality of membership information.
- Familiar with local area.
- Complete training session(s) for this specific volunteer position.

My signature on this document signifies that:

- I have read and agreed 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