

# Service Unit Recruiter Position Description

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**PURPOSE OF POSITION:** The Volunteer Recruiter is responsible for the recruitment of adult volunteers within identified target markets to join Girl Scouts through flexible participation options. The nature of this position requires the individual to provide indirect service to girls.

**ACCOUNTABILITY:** Appointed by and accountable to the Membership and Marketing Specialist for a one year term (June 1st – May 31st)

## QUALIFICATIONS:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.
- Additional requirements:
- Experience in community cultivation and networking
- Experience with volunteer or human resources recruitment a plus
- Sales, marketing, and public-speaking experience a plus
- Bilingual preferred (if applicable)
- Must become a registered member of GSUSA
- Complete required coursework as assigned and provided by Girl Scouts Diamonds of Arkansas, Oklahoma and Texas and Girl Scouts of the USA (GSUSA).

## RESPONSIBILITIES:

- Work with Membership and Community Development Organizer in the implementation of community focused strategies for recruiting and engaging adult volunteers.
- Maintain current knowledge of all council and regional program offerings and available volunteer positions.
- Provide potential volunteers with consistent messaging regarding Girl Scouting, available opportunities, benefits of volunteering, and application process.
- Manage and follow up with leads on new candidates and inactive Girl Scout volunteers.
- Represent Girl Scouting in the specific community of focus.
- Distribute current and relevant marketing materials and recruitment information.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Diamonds of Arkansas, Oklahoma and Texas and Girl Scouts of the USA (GSUSA).

**I understand and agree to the terms of the position as stated above.**

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SU Recruiter

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Membership and Marketing Specialist

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Date