Girl Scouts of Eastern Pennsylvania (GSEP)

Service Unit Registrar

Position Description & Agreement Form

First Name

Last Name

Service Unit Name and Number

Email Address on File with GSEP

**Summary:** The GSEP Service Unit Registrar manages troop rosters, reviews current Looker membership reports, and promotes registration of members and the formation of new troops within a designated Service Unit.

**Term of appointment:** Renewable each membership year (October 1-September 30)

**Required Training:** Looker Administrative Volunteer Training and Confidentiality Agreement (New Leader courses in gsLearn are also recommended)

**Supervision:** Reports to the Service Unit Manager

**Girl Scout Values:**

* Model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise and Law.
* Support GSEP’s primary Core Goal to ensure every girl in our 9-county footprint is aware of and has access to the full Girl Scouts Leadership Experience.
* Communicate in a respectful, positive, prompt, and effective manner with all Girl Scout members.
* Demonstrate confidentiality, dependability, honesty, and credibility.
* Understand, respect, and embrace diversity.

**I understand my responsibilities are to:**

* Manage troop details and rosters for the Service Unit by utilizing data in Looker, GSEP’s report hub.
* Manage School/Site Coordinators for the Service Unit.
* Promote and assist with use of Volunteer Systems such as MY GS, the Volunteer Toolkit, and gsLearn.
* Promote online and on-time registration of troops and individually registered members (IRMs) in the Service Unit.
* Promote and support year-round recruitment efforts in collaboration with the Service Unit Team and GSEP Staff, focusing on meeting annual membership goals.
* Be available in the community to answer questions and connect with new Girl Scout members.
* Strategize with the Service Unit Team to identify opportunities for growth by filling current troop availability and forming new troops.
* Attend Service Unit meetings and regularly communicate with Service Unit Manager and GSEP Staff.

**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
* **Communication:** Express ideas and facts, clearly and accurately
* **Foster diversity:** Understand,respect, and embrace differences

**Volunteer Agreement:**

I agree to meet the qualifications and fulfill the requirements and responsibilities outlined above, which will be guided by Girl Scout values.

I agree to opt-in to emails from GSEP and GSUSA.

I agree to adhere to GSUSA guidelines involving the Girl Scouts brand, copyright, and trademark laws.

I have a current Girl Scouts of the USA membership.

I am an approved volunteer with a current Girl Scouts of the USA membership and GSEP background clearances on file.

I have read the GSEP Service Unit Registrar Position Description and Agreement thoroughly and I agree that I can handle the responsibilities. I am qualified and competent and will uphold the code of conduct and volunteer agreements for this position.

I agree to all the above

Yes

Full Name

By typing my name above and submitting this form, I agree to the terms and conditions of the GSEP Service Unit Registrar position.