

**Job Title:** Service Unit Recruiter

**Position Type:** Volunteer, Service Unit Team Member

**Term of Appointment:** This position is appointed for a term of one (1) year, running August 1 – July 31, renewable annually with approval from the Service Unit Manager. Volunteers may serve a maximum of five (5) consecutive terms in this role, unless an exception is granted by council staff at the request of the Service Unit Manager.

**Time Commitment:** Average of 6 hours per week

**Supervised by:** Service Unit Manager and GSDSW Engagement Team

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### **Position Summary**

The Service Unit Recruiter supports membership growth by developing and leading recruitment efforts throughout the service unit. This includes planning and executing events to recruit girls and volunteers, identifying community outreach opportunities, and working closely with council staff to ensure aligned and effective efforts. The recruiter plays a key role in welcoming new members and supporting troop formation.

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### **Primary Responsibilities**

#### ***Recruitment Planning & Execution***

- Develop and implement a year-round recruitment plan to support service unit membership goals
- Identify new opportunities, locations, and partners for outreach and recruitment
- Organize and host recruitment events across the service unit
- Collaborate with the council's Recruitment Team to ensure efforts are aligned and not duplicated
- Recruit and guide additional volunteers to assist in recruitment efforts

#### ***Membership Placement & Volunteer Support***

- Assist in placing new girls in existing or newly forming troops
- Help identify and support adult volunteers willing to lead or assist with troops
- Educate families and volunteers about the Girl Scout online registration process

#### ***Communication & Administration***

- Attend Service Unit Team and Service Unit meetings
- Submit monthly recruitment reports to the Service Unit Manager, including number of new girl and adult members
- Maintain consistent communication with GSDSW's Recruitment Team
- Recommend and mentor a new Service Unit Recruiter during your third year in the role
- Complete all GSDSW-required position training

#### ***Community Engagement***

- Represent Girl Scouts positively at community events and in public settings
  - Promote awareness and visibility of Girl Scouting throughout the service unit area
  - Ensure consistent messaging aligned with the Girl Scout Mission, Promise, and Law
  - Adhere to current GSDSW and GSUSA policies, procedures, and branding guidelines
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### **Qualifications & Core Competencies**

- **Girl Focus:** Promote fun, inclusive opportunities for girls to lead, learn by doing, and build confidence
  - **Personal Integrity:** Demonstrate dependability, honesty, and ethical behavior
  - **Adaptability:** Stay flexible and responsive in changing situations
  - **Oral Communication:** Share information clearly and represent Girl Scouting positively
  - **Computer Skills:** Proficient in email, internet usage, and social media tools
  - **Time Management:** Effectively manage multiple tasks and meet deadlines
  - **Additional Requirements:**
    - Current GSUSA membership
    - Successfully completed background check
    - Previous Girl Scout experience preferred
    - Remain a volunteer in good standing
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### **Acknowledgment**

By signing below, I affirm that I have read and understand the responsibilities of the Service Unit Recruiter role and agree to fulfill them to the best of my ability.

**Date:** \_\_\_\_\_

**Service Unit:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_