

JOB DESCRIPTION

Title: Membership Coordinator

Purpose: The Membership Coordinator, in conjunction with the Service Unit Manager and Field Director, is responsible for girl and adult membership growth in her/his service unit. She/he is responsible for providing all girls and all adults in her/his area the opportunity to participate in Girl Scouting.

The Membership Coordinator is appointed annually by the Service Unit Manager (SUM), in consultation with the Field Director. She/he maintains communication with and receives technical assistance from the Membership Department.

Accountabilities:

1. Oversees the placement of recruited girls into troops/groups.
2. Ensures all recruited adults are trained, registered, and placed with a troop/group and reports progress of leadership placement to SUM and Field Director.
3. Coordinates logistics for Fall Registration Events.
4. Assesses the service unit membership needs. Trains leaders on re-registration procedures, and ensures all troops are re-registered in the spring.
5. Develops, with the SUM and Field Director, the service unit membership objectives.
6. Takes training in membership recruitment procedures and community cultivation.
7. Recruits troop/group organizers (TOs) in consultation with the SUM and Field Director. Assigns their tasks and supervises their work assignments.
8. Responsible for all record keeping in the service unit, shares periodic membership information with TOs, the SUM, FPC, PSC, and Field Director.
9. Provides SUM and field director with list of new leaders and assistant leaders for referral to program coordinator for on-going program support.
10. Collaborates with TOs and Program Coordinators to provide appropriate activities for Juliettes.
11. Adheres to and promotes national and council policies, standards, and procedures.

QUALIFICATIONS:

1. Current adult membership in Girl Scouting.
2. Affirms that the Girl Scout movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
3. Supports the purpose and values of the Girl Scout movement.
4. Gains support of others.
5. Learns job-related skills on an ongoing basis through experience, training and working with service team and Field Director.
6. Recognizes the broader membership picture and relates the service unit membership work to the service unit membership objectives.
7. Effectively relates to, and communicates with girls and adults of diverse backgrounds.