



Girl Scouts of Southeastern New England

Membership Coordinator

TITLE: Membership Coordinator

DESCRIPTION: The Membership Coordinator, in conjunction with the Service Unit Manager and Membership Specialist, is responsible for managing girl and adult membership in their Service Unit. She/he is responsible for providing all girls and all adults in their area the opportunity to participate in Girl Scouting. The Membership Coordinator is appointed annually by the Service Unit Manager (SUM), in consultation with the Membership Specialist. She/he maintains communication with and receives technical assistance from the Membership Department.

RESPONSIBILITIES:

- Oversees the placement of girls into Troops/groups.
- Ensures all recruited adults are trained, registered, and placed with a Troop/group and reports progress of leadership placement to SUM and Membership Specialist.
- Coordinates logistics for Registration Events.
- Assesses the Service Unit membership needs. Trains leaders on re-registration procedures, and ensures all Troops are re-registered in the spring.
- Develops, with the SUM and Membership Specialist, the Service Unit membership objectives.
- Takes training in membership recruitment procedures and community cultivation.
- Recruits troop/group organizers (TOs) in consultation with the SUM and Membership Specialist. Assigns their tasks and supervises their work assignments.
- Responsible for all record keeping in the service unit, shares periodic membership information with TOs, the SUM, PC, PSC, and Membership Specialist.
- Provides SUM and Membership Specialist with a list of new leaders and assistant leaders for referral to program coordinator for on-going program support.
- Collaborates with TOs and Program Coordinators to provide appropriate information on Pathways for girls that are not placed in troop.
- Adheres to and promotes National and Council policies, standards, and procedures.

QUALIFICATIONS:

- Current adult membership within Girl Scouts of Southeastern New England.
- Supports the purpose and values of the Girl Scout movement.
- Gains support of others.
- Learns job-related skills on a continuing basis through experience, training and working with the service team and Membership Specialist.
- Recognizes the broader membership picture and relates the Service Unit membership work to the Service Unit membership objectives.
- Affirms that the Girl Scout movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.