

Girl Scouts Heart of Central California
VOLUNTEER POSITION DESCRIPTION

POSITION: **SERVICE UNIT REGISTRAR**

OBJECTIVE: Process all Girl Scout membership registration materials.

ACCOUNTABILITY: Appointed by and accountable to the service unit manager.

RESPONSIBILITIES:

1. Distribute membership registration forms to current and new troops.
2. Instruct troop adults on the correct completion of the registration forms.
3. Receive forms, membership dues, and *Family Partnership* monies from troop.
4. Check each registration form for completeness and accuracy.
5. Develop a system to maintain service unit membership registration information. Update service team members on a regular basis.
6. Attend and participate in service team and service unit leaders' meetings as requested.
7. Contribute to the development of a diverse and pluralistic Girl Scout membership.
8. Assist service team members in moving the service unit toward its goals.
9. Distribute *Safety-Wise, Leader's Digest and Money Matters* to new troops.

QUALIFICATIONS:

- At least 18 years of age.
- Is (or is willing to become) a member of Girl Scouts of the USA.
- Able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.
- Able to maintain accurate records.
- Good communication skills; access to a telephone.
- Able to add, subtract, multiply, and divide.
- Willingness to participate in a yearly performance review.