

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **TROOP ORGANIZER**

OBJECTIVE: Organize Girl Scout troops in an assigned area of the service unit.

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

RESPONSIBILITIES:

1. Work with the service team to identify areas where troops and leaders are needed.
2. Identify sources for recruiting adult leadership who represent the diversity of the local community.
3. Develop and implement a plan to recruit leaders, assistant leaders, and troop committee members.
4. Submit applications of leaders and assistant leaders for background checks.
5. Ensure that all girls from the local community are offered the opportunity to be Girl Scout members.
6. Maintain a list of all interested girls. Contact each girl and offer placement in a new or existing troop. This includes girls from prior year's membership who need placement (i.e., girls from disbanded troops, individually registered girls, etc.)
7. Attend and participate in service team and service unit leaders' meetings as requested.
8. Contribute to the development of a diverse and pluralistic Girl Scout membership.
9. Assist service team members in moving the service unit toward its goals.

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.
- Skills in planning and organizing.
- Good communication and presentation skills; access to a telephone.
- Experience in working with volunteers.
- Willingness to participate in a yearly performance review.