



## VOLUNTEER POSITION DESCRIPTION

### SERVICE UNIT REGISTRAR

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**Summary:** The Registrar is responsible to obtain all membership registration forms from the assigned service unit, verify accuracy, and submit the registration forms in a timely manner. The nature of this position requires the individual to provide indirect service to girls.

**Term of appointment:** The Registrar is appointed for a one year term that is renewable upon completion of evaluation processes.

**Supervision:** The Registrar reports to the Service Unit Administrator.

**Support:** The Registrar receives support, guidance, and encouragement from the Service Unit Administrator, Organizer, Recruiter, Service Unit Team, and the Membership Executive. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Responsibilities:**

- Distribute registration packets and incentives.
- Provide access to registration forms and assistance in completing correctly.
- Receive registration forms and verify accuracy including dollar amounts.
- Deliver registration forms and funds to designated person or location on or before deadline dates.
- Maintain current knowledge of all council and regional program offerings and available volunteer positions.
- Represent Girl Scouting in the specific community of focus.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Louisiana East and Girl Scouts of the USA (GSUSA).

**Qualifications and core competencies:**

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet.
- **Additional requirements:**
  - Ability to organize forms and keep accurate records.
  - Bilingual preferred (if applicable)
  - Must become a registered member of GSUSA
  - Complete required coursework as assigned and provided by Girl Scouts Louisiana East and GSUSA

Recruiter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original sent to Volunteer Management Dept:      Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_