



VOLUNTEER POSITION DESCRIPTION SERVICE UNIT VOLUNTEER RECRUITER

Summary: The Volunteer Recruiter is responsible for the recruitment of adult volunteers within identified target markets to join Girl Scouts through flexible participation options. The nature of this position requires the individual to provide indirect service to girls.

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

Supervision: The Volunteer Recruiter reports to the Service Unit Administrator.

Support: The Volunteer Recruiter receives support, guidance, and encouragement from the Service Unit Administrator, Organizer, 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:

- Work with the Service Unit team in the implementation of community focused strategies for recruiting and engaging adult volunteers.
- Maintain current knowledge of all council and regional program offerings and available volunteer positions.
- Provide potential volunteers with consistent messaging regarding Girl Scouting, available opportunities, benefits of volunteering, and application process.
- Manage and follow up with leads on new candidates and inactive Girl Scout volunteers.
- Represent Girl Scouting in the specific community of focus.
- Distribute current and relevant marketing materials and recruitment information.
- 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:**
 - Experience in community cultivation and networking
 - Experience with volunteer or human resources recruitment a plus
 - Sales, marketing, and public-speaking experience a plus
 - 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

Vol. Recruiter signature: _____ Date: _____

SU Administrator signature: _____ Date: _____

Original sent to Volunteer Management Dept: Date: _____/_____/_____