



# Volunteer Recruiter/School Liaison Job Description

**Department:** Mission Delivery

**Appointed By:** Service Unit Manager (SUM) and Staff Recruitment Manager

**Purpose:** As a recruiter, you serve as a local Girl Scout champion that organizes within your community to engage with prospective families, provide coverage at recruitment events and share marketing materials when/where possible.

**Term of appointment:** Recruitment support needed on a school year calendar as well as specific event help.

## **Support:**

Direct support is provided by the Recruitment Manager, with additional support from the Service Unit Manager and Service Unit Support Manager. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

## **Responsibilities:**

- Serve as a friendly ambassador to Girl Scout opportunities in your area
- Attend events that are geared toward reaching new families in your community/school (i.e.. Back to School Night, Kindergarten Round Up)
- Share pertinent information about joining Girl Scouts via social media channels in your community
- Participate in local recruitment efforts by sharing personal testimony of your Girl Scout experience.
- Help distribute marketing materials in your area
- Meet with staff Recruitment Manager to stay up to date on current processes and strategy of GSKSMO

## **Core Competencies:**

- 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.

## **Requirements:**

- Must be a registered member of GSUSA
- Must pass a criminal background check
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Event-planning experience a plus
- Background in customer service and support or other relevant fields preferred
- Excellent organization and project-management skills
- Experience in communications and use of technology to support dissemination of information

*This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.*