



Girl Scouts of the Chesapeake Bay Council, Inc.

Organizer

Position Description

- Position:** Organizer
- Mission Statement:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
- Purpose:** To organize, maintain, and extend Girl Scouting membership in an assigned geographic area
- Responsible To:** Appointed by and responsible to the Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
 - Membership in GSCBC, Inc.
 - Complete educational sessions as required for the position
 - Complete volunteer application or volunteer renewal application annually
 - Knowledge of the assigned areas
 - Ability to:
 1. Recruit qualified volunteers
 2. Place qualified volunteers in the right jobs
 3. Analyze records and make reports
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner

Principle Duties:

- Participate in the development and implementation of the Service Units
- Present organizational information about assigned geographic area on a regular basis
 1. Maintain Troop statistics as required
 2. Develop a plan to reach girls in under represented communities
- Evaluate girl and adult retention. Work with Service Team to develop a plan to increase retention rate
- Attend Service Team and Leader meetings
- Ensure volunteers and girls represent the racial/ethnic, socioeconomic and cultural diversity of the geographic area and all girls and adults have equal access to Girl Scout opportunities
- Coordinate the recruitment process:
 1. Schedule recruitment events
 2. Distribute flyers promoting recruitment
 3. Facilitate recruitment events
 4. Process information and follow up when necessary
- Recruit, interview, and recommend adults for positions of leadership to Service Unit Manager
- Girl recruitment and placement:
 1. Oversee placement of girls into Troops
 2. Notify re-registering girls of Troop placement
 3. Coordinate troop waiting lists and form new Troops as needed
 4. Offer placement to girls on referral list
- Assist in securing meeting places for Troops
- Inform volunteers of educational session opportunities
- Implement Council and National policies, standards, and procedures
- Ensure newly registered Troops have access to Fall Product and Cookie Programs
- Attend Council meetings as appropriate
- Participate in roundtable discussions/enhancement workshops relating to the position
- Provide support for Council Fund Development including United Way, United Fund and Family Partnership
- Contribute toward the effectiveness of Council Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all Troops reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action, and exhibit a non-discriminatory attitude in all internal and external working relationships

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____

