



Service Unit Registrar Position Description

- Position:** Service Unit Registrar
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To manage the registration of girls and adults in the Service Unit
- Responsible To:** Appointed by and responsible to the Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Ensure that all organized groups register on time; new Troops within two weeks
 - 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
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Participate in the development and implementation of Service Unit goals
- Act as a liaison between GSCB Registrar and Service Unit
- Complete educational sessions as required for the position
- Conduct registration meeting, checking all registrations for accuracy and completeness of information. Ensure all monies and number of registrants balance
- Ensure the registration of all Girl Scout affiliated members in the Service Unit
- Ensure newly registered Troops have access to Fall Product Sales and Cookie Programs
- Process all registration forms and forward membership dues and completed registration forms to the GSCB Registrar
- Follow-up on Troops, girls and adults who fail to re-register on time
- Assist GSCB Registrar in solving problems with discrepancies
- Ensure all additions to Troops are registered promptly
- Submit Change Member Information form (FM36) to GSCB Registrar in a timely manner
- Facilitate Early Bird registration for the Service Unit
- Participate in roundtable discussions/enhancement workshops relating to the position
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities 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
- Provide support for GSCB Fund Development, United Way/Fund and Family Partnership

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: _____