



# RECRUITMENT MANAGER

## Service Team Position Description

**SUMMARY** The Service Team Recruitment Manager develops, manages, and supports a recruitment team tasked with engaging new girls and adults in the Girl Scout Leadership Experience.

**SUPPORTED BY** Member Support Executive (MSE) in partnership with the [Member Placement Team](#)

**APPOINTMENT** Appointed by MSE for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Collaborate with MSE to understand and create a plan to meet the Service Unit membership goal.
- » Create a recruitment calendar with your MSE and Service Team in order to reach the membership goal.
- » Communicate with GSACPC Member Placement before and after each recruitment event.
- » Plan and conduct membership recruitment events and/or other recruitment strategies throughout the year in line with the Outstanding Service Team Award.
- » Recruit and effectively train Girl Champions, leaders, and older girl that will attend and host recruitment events throughout the year.
- » Understand, support and promote the online catalog to girls and adults looking to join an existing or new troop.
- » Promote Service Unit and Council-wide recruitment efforts including events.
- » Ensure Girl Champions submit all interest forms to the Member Placement Team no later than 2 business days.
- » Participate as an active member of the Service Unit by attending regular Service Team and leader meetings and participate in creating annual Service Unit Plan of Work.
- » Communicate recruitment progress to Service Team, Member Placement staff, and Member Support Executive.

### REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Service Team Recruitment Manager training found on gsLearn.
- » Complete the annual [Volunteer Agreement](#).
- » Complete Looker Access Agreement to access GSUSA data system.
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Recruitment Manager Service Team Position Description. In addition, as a volunteer serving in a service team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SERVICE UNIT \_\_\_\_\_

**Thank you for your time and commitment!**