



SERVICE TEAM REGISTRAR

Service Team Position Description

SUMMARY Work closely with the Recruitment Manager and ensure girls and adults within the Service Unit are properly registered with GSACPC

SUPPORTED BY Member Support Executive (MSE) and [Member Placement Team](#)

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

RESPONSIBILITIES/DUTIES

- » Works with troops to ensure all active girls are registered members and that the Service Unit data reflected in Looker is accurate.
- » Follow up with troops who fail to register in a timely manner.
- » Review Looker reports to ensure accurate data such as correct school, grade, and troop information.
- » Ensure that registered troops meet the minimum member requirements set forth by Council.
- » Support all volunteers in the adult registration process and policies.
- » Ensure all Troop Leaders have provided up-to-date troop meeting details.
- » Work with the MSE to manage disbanded, merged, or split troops.
- » Support and promote the Council Early Registration Incentive.
- » Communicate Council registration deadlines to all troops.
- » Collaborate with event volunteers to ensure that all girls and adults participating in Service Unit events are registered members.
- » Participate in the development and implementation of the Service Unit Plan of work.

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 Unit Registrar training.
- » 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 Service Team Registrar 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!