



## Service Unit School Recruiter

**The Service Unit School Recruiter coordinates girl and adult recruitment efforts.**

### Required Skills for School Recruiter

- Confident, positive voice to talk about Girl Scouts at community events and school functions
- Administrative ability including attention to detail and record keeping
- Ability to collaborate and work as a team with GSWNY staff and community partners
- High degree of comfort and regular access to email
- Passion to grow and maintain a strong girl and volunteer membership in service unit
- Willingness to contribute to a positive, supportive Service Unit environment

### Responsibilities of Recruiter

- In collaboration with Community Engagement Specialist, develop a strategic recruitment plan for the Service Unit.
- Support the coordination of existing recruitment events and assist in the development of new Service Unit recruitment events.
- Increase visibility and share the Girl Scout experience with girls and parents through presentations, fliers, events, bulletin boards, newsletters, and social media pages.
- Maintain a strong presence with school administrators and PTA.
- Assist the Community Engagement Specialist with distributing recruitment fliers to the school.
- Coordinate volunteer and Girl Scout representation at school open houses or other events.
- Notify assigned Community Engagement Specialist of upcoming events such as open houses, curriculum nights, family fun nights, and kindergarten registrations.
- Follow Council procedures for requesting and replenishment of recruitment supplies.
- Attend Service Unit meetings
- Regular and timely communication with Community Engagement Specialist.
- Act as a Girl Scout advocate by sharing personal testimonies, our Mission and Council information with the local community.

**Service Commitment:** The Service Unit Manager, with approval from the Volunteer Experience Manager, will appoint the Service Unit School Recruiter for a one year renewable term in which she/he can expect to provide a minimum of 3 hours of service monthly depending on the needs of the Service Unit.

**Supervision & Support:** The Service Unit School Recruiter is supported by and accountable to the Service Unit Manager and the GSWNY Community Engagement Specialist.

### Responsibilities of ALL GSWNY VOLUNTEERS

- Must become a registered member of GSUSA.
- Complete required background check and coursework as assigned and provided by GSWNY and GSUSA.
- Be able to meet deadlines and responsibilities, and to maintain confidentiality.
- Follow the guidelines, policies, procedures, and standards of GSWNY and GSUSA.
- Be a positive voice for Girl Scouts of Western New York.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.