

Registrar

Girl Scout Adult Volunteer Position

SUMMARY

The Registrar works closely with their Council Registrar to provide local service to parents and Troop Leaders on proper completion and processing of all registration forms in a timely, efficient manner.

PARTNERS WITH

Service Unit Director

SUPPORTED BY

Service Unit Director, Senior Council Registrar, Council Registrar, Regional Membership Manager

RESPONSIBILITIES

- Collects all girl and adult membership registrations
- Forwards registrations, due summaries, receipt logs with money, and grant assistance paperwork to the Council Registrar on a regular basis.
- Assists the Regional Membership Manager with spring registration and follows up with troops on participation
- Assists Parents and Troop Leaders with registration forms
- Works with School Organizers to share information on troop registrations
- Keeps an inventory of forms available
- Assists the School Organizer and Regional Membership Manager with follow up on lapsed girls and troops
- Attends service unit meetings for the purpose of providing up to date information
- Through E-Council generates labels, reports and rosters for the service team and leaders as needed
- Works with Leader to place girls in troops

CORE COMPETENCIES

Girl Focus: Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect and Take Action

Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments

Fostering Diversity: Understands differences and embraces differences

Oral Communication: Expresses ideas clearly and concisely

Personal Integrity: Demonstrates honesty, credibility and dependability

I understand and agree to the responsibilities and competencies of this position.

Signature

Date



Girl Scouts.
Eastern Iowa & Western Illinois

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