



# Girl Scout Adult Volunteer Position Description 7/10

## Registrar

### 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.  
Print name below signature.

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Signature

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Date