girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Troop Organizer**

Purpose of the role: To offer membership opportunities to all girls and adults within an assigned area by organizing new troops and assisting in the maintenance of existing ones

Accountability: Appointed by and accountable to the Neighborhood Manager

Staff/ Department: Community Development Manager/ Girl Development

Term of appointment: Two years beginning June 1; may serve two successive terms. Renewable of the discretion of the Neighborhood Manager

Time Commitment: 4-6 hours per month

Responsibilities:

- Attends Recruitment Night
- Organizes new troops/groups; submits the new troop form; forwards formed troops/groups to Girl Scouts of Eastern Missouri (GSEM) Registration Department and Neighborhood Registrar electronically within 24 hours of Recruitment event
- Assists new Troop Leaders in securing troop/group meeting places
- Attends parents meetings
- Partners the new Troop Leaders with a Mentor
- Follows up with Troop Leaders during school year
- Works with neighborhood to place girls in troops/ groups to another Pathway
- Submits unplaced girls to Community Development Manager and Neighborhood Registrar following recruitment night
- Assist placing girls in existing troops throughout the year

Requirements of the role:

- Meets membership requirements
- Takes appropriate training for the position
- Abides by national and local Girl Scout policies, standards and procedures
- Prepares for and attends Neighborhood Meetings

Knowledge and skills required:

- Ability to maintain accurate records
- Communication, recruitment and interviewing skills or willingness to learn
- Familiarity with resources of area
- Knowledge of Girl Scout program
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- Job Orientation for Troop Recruiter & Troop Organizer