

Service Unit Recruiter

Summary: The Girl Scouts Heart of the Hudson, Inc. (GSHH) Service Unit Recruiter (SUR) is responsible for the recruitment of girls and adults within identified target markets to join by the defined and available pathways to participation in Girl Scouting and for establishing troops and placing girls within troops. The nature of this position requires the individual to provide both direct and indirect service to girls.

Term of appointment: Three-year term with a yearly review for reappointment. A new volunteer should shadow in the third year of the term. A volunteer may serve up to two terms (6 years).

Supervision: Reports to the Service Unit Manager (SUM) and Girl Scouts Heart of the Hudson Community Engagement Team (CET).

Support: The Service Unit Recruiter receives support, guidance, and encouragement from the Service Unit Manager and CET. They have access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

Work Closely with GSHH:

- Understand and uphold GSHH policies:
 - Volunteer Partnership Handbook: Policies, procedures, and more
 - Volunteer Essentials
 - Safety Activity Checkpoints
 - New Leader's Guide
- Work with the SUM and CES in the implementation of community-focused strategies for recruiting and engaging girls and adult volunteers in the assigned area.
- Ensure regular collaboration between SUT members and the corresponding GSHH staff (i.e. CET and SUM).
- Attend regular meetings with the CET to stay current on recruiting campaigns, support, resources, and practices.
- Send all recruitment community tabling and event details to the Community Engagement Specialist.
- Identify, develop and onboard a new adult volunteer for this role in the third year of the term.
- Actively participate in GSHH, Service Unit and Leader meetings.

Lead Recruitment Team:

- Maintain current knowledge of the Girl Scout program, pathways, and activities.
- Actively build a team of other adult volunteers, parents and older girls to support recruitment.
- Conduct a minimum of six recruitment events each year.
- Distribute current and relevant promotion materials and recruitment information.
- Ensure that all new volunteers complete registration, background check, and necessary training.
- Provide a Service Unit informal orientation for all new volunteers in a timely manner.
- Support troop leaders with finding meeting locations.
- Enter, manage, and follow up with leads to Service Unit list.

Represent GSHH in the Community:

- Provide potential girl members with a consistent message about Girl Scouting and all of the possible ways girls can participate in the Girl Scout Leadership Experience (GSLE).
- Continuously educate the community on participation options and follow procedures for volunteer placement.
- Develop and maintain a relationship with schools, libraries, and other community orgs/businesses.

Live by the Girl Scout Mission and Law:

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current recruitment campaigns and strategy, policies, procedures, and guidelines of GSHH and Girl Scouts of the USA (GSUSA).

Qualifications and core Competencies – required:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interest and needs while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify one's own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, value, respect, and embrace differences.
- **Computer skills:** Access to e-mail and internet.
- **Additional Requirements:**
 - Be a currently registered Girl Scout member of GSUSA with a GSHH active membership.
 - Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
 - Be at least 18 years old.
 - Have a council-approved volunteer application (may include application, background check non-disclosure agreement and references) on file.
 - The ability and willingness to contribute to a supportive SU environment.
 - Have strong relationship-building skills.
 - Have knowledge of the Service Unit they are serving.
 - Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs while having fun.
 - Complete required Service Unit Recruiter adult learning course provided by GSHH.
 - Experience as a Girl Scout volunteer is a plus.
 - Second language a plus.