

## Service Unit Volunteer Position Description

- Volunteer Position:** Service Unit Membership Promoter
- Summary of Position:** In partnership with the Service Unit Leadership Team, and GSEMA's Recruitment and Volunteer Support teams, promotes membership in Girl Scouts of Eastern Massachusetts (GSEMA) through the recruitment and retention of girls and volunteers in the service unit.
- Reports to:** Service Unit Coordinator, GSEMA Volunteer Support Specialist
- Required Training:** Troop Pathway Orientation, Service Unit Membership Promoter training
- Term of Appointment:** One year (Aug 1 – July 31). This position is appointed by Volunteer Support Specialist and Membership Recruitment Specialist with recommendations from the service unit.

### Duties and Responsibilities:

- Serve as an integral member of the service unit team.
- Attend regularly scheduled service unit meetings at least three times per year.
- Promote Girl Scouting and its benefits to local community members including public and private schools, houses of worship, community groups and other youth-serving organizations.
- Works to provide a welcoming and inclusive environment for every girl and her family within the service unit.
- Partner with a GSEMA Membership Recruitment Specialist to organize, promote and facilitate (as needed) recruitment events within the service unit throughout the year, enlisting the assistance of girls and volunteers as needed.
- Partner with a GSEMA Volunteer Support Specialist to promote Spring Renewal in the service unit by encouraging service unit, troop and family participation and highlighting incentives.
- Partner with a GSEMA Membership Recruitment Specialist and Volunteer Support Specialist to promote various pathways for recruitment and retention of girls and volunteers.
- Assist a GSEMA Conversion Specialist with troop placement, as requested.
- Serve as a liaison between the service unit team and a GSEMA Volunteer Support Specialist on membership issues including, but not limited to:
  - Promoting early renewal including incentives and timing.
  - Utilizing and sharing benefits of the Opportunity Catalog.
  - Reviewing council-generated troop rosters to ensure all girls and adults participating in troops or events are registered members.



**ANDOVER**  
143 Abbot St.  
Andover, MA 01810  
T 978-269-6651  
F 978-809-3488

**BOSTON**  
420 Boylston St., Ste 505  
Boston, MA 02116  
T 617-482-1078  
F 617-482-9045

**MIDDLEBORO**  
111 East Grove St.  
Middleboro, MA 02346  
T 508-923-0800  
F 508-923-7676

**WALTHAM**  
265 Beaver St.  
Waltham, MA 02452  
T 781-893-6113  
F 781-893-0022

- Partner with GSEMA staff to ensure the service unit and troops/groups adhere to the guidelines and policies found in Girl Scouts of USA (GSUSA) and GSEMA Volunteer Policies and Procedures, Volunteer Essentials and Safety Activity Checkpoints.
- Attend GSEMA's Volunteer Conference and/or SUN Day kick off event.
- Be a positive role model to girls and adults by acting with integrity and adhering to the Girl Scout Promise and Law.
- Serve as an ambassador for the Girl Scout mission and council by maintaining a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA while working collaboratively with GSEMA staff partners.

#### Optional Responsibilities:

- Become an authorized co-signer on the service unit bank account.
- Become an approved GSEMA CORI/SORI Authorized Representative and sign CORI/SORI Acknowledgement Forms verifying volunteers to their government-issued photographic identification in compliance with GSEMA's **Criminal Background Screening** policy.

#### Qualifications:

- Registered member of Girl Scouts by date assigned to position.
- Have an approved and **current CORI/SORI listed in GSEMA's records.**
- Agree to the responsibilities and duties listed in the online Service Unit Membership Promoter Agreement.
- Accept the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation or differing abilities.
- Demonstrate dependability, honesty and credibility.
- Express ideas and facts clearly and accurately, both verbally and in writing.
- Actively involved and knowledgeable about Girls Scouts.
- Access and ability to use computer, internet and phone.