

# Service Unit Recruiter/Troop Mentor

## Summary

This position has important elements that helps to recruit and retain new volunteers. The Service Unit Recruiter champions in telling the Girl Scout story in ways that build awareness, enthusiasm and support for Girl Scouts in Utah. The Service Unit Troop Mentor is crucial in providing on-going support to new troop leaders and co-leaders during their first year of service.

## Recruiter Responsibilities/Duties

- Maintain communications with Membership Support Specialist about recruitment opportunities within designated area.
- Work directly with council staff and service unit team to determine what recruitment activities and services will be provided to support the service unit annual plan and goals.
- Provide list of prospective girl and volunteer leads to council for follow-up.
- Engage local community to encourage the overall mission of Girl Scouts to reach more girls.
- Identify Girl Scout Champions to help engage community partners, such as schools, churches, and youth programs.
- Host two (2) or more recruitment events throughout the year with help and support of the service unit team.
- Provide a welcoming environment and direct support and services to prospective Girl Scout members as well as parents and caregivers.
- Report recruitment progress, barriers and opportunities to service unit team and council staff.

## Troop Mentor Responsibilities/Duties

- Support/mentor new troop leaders and co-leaders to have a positive first-year experience in Girl Scouts.
- Welcome new leaders/co-leaders and introduce them to the service unit team and other troop leaders.
- Promote troop participation in service unit and council events/activities
- Provide suggestions/examples of age-appropriate activities pertaining to the Girl Scout Leadership Experience and the opportunities for girls to discover, connect and take action.
- Encourage attendance at Service Unit meetings and council trainings.
- Provide positive support, promote parent/care giver participation, and available to answer questions.

## Qualification Requirements

- Willingness to connect with members of the community
- Ability to organize and present effective recruitment events
- Self-motivated and must communicate in a professional manner at all times.
- Recruitment meeting attendance as outlined by Girl Scouts of Utah.

## Benefits of Service

### Marketable Skills

- Leadership
- Public Speaking - Facilitator
- Organization - Time Management
- Team Building
- Personnel & Conflict Management
- Delegation
- Volunteer Coordination
- Personal Integrity

### Personal Enrichment

- Foster a greater understanding of the beliefs of the Girl Scout Movement
- Participate in a national and international organization
- Network opportunities
- Involvement opportunities in local, county and state activities
- Mentoring experience
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults
- Promote equality, diversity, antiracist and be an adaptable individual committed to building a forward-looking volunteer network

## Term of Appointment

Appointed by Membership Support Specialist and reappointment based on annual evaluation. This position is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah council, in conjunction with the service unit team, will perform an annual evaluation of each service unit team member.

Once appointed to the position, volunteer will receive an email with instructions on how to access Looker.\* Volunteer will lose access to Looker once they leave the position.

Transition into or from the service unit positions take place in July-August. Whenever leaving this position, the volunteer needs to complete all outstanding position requirements and/or provide their Membership Support Specialist with details of all incomplete tasks/requirements and all current and past financial documents before departure. Service Unit debit card is given to Service Unit Finance Representative, if applicable.

## Council Support

- Membership Support Specialist
- New Troop Leader Support Specialist
- Latinx Support Specialist
- Volunteer Support Manager
- Recruitment Manager
- Placement Specialist

- Training & Development Coordinator
- Marketing/Communications Department
- Customer Care Department

## Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Service Unit Budget
- Recruitment Packet
- Volunteer Essentials
- GSU Volunteer Essentials Policies
- Safety Activity Checkpoints
- Looker\*

*\*Looker is an online program that Girl Scouts of Utah utilizes to obtain membership information. Girl Scouts of Utah is releasing restricted data to volunteers for their use in their Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such Girl Scout data may result in the termination of their volunteer service for Girl Scouts of Utah. Once a new volunteer has been appointed to a service unit position in our membership database (Salesforce), the next day they automatically have access to Looker. When a volunteer is removed from their position in Salesforce, their access is removed by the next day.*