

## Troop Organizer

**SUMMARY:** As a Service Unit's Troop Organizer, you are a key player in bringing the Girl Scout experience to life for girls and adults in your community. Your expertise, interests, skills, and life experiences are essential to the leadership experience which inspires girls to reach their personal best. You will coordinate with a designated school within the Service Unit (SU) and set up, market, and attend recruitment events with the goal of starting new troops. You will promote Girl Scouting and be a wealth of knowledge for community partners.

Benefits to Volunteers:

Volunteers in this position will gain experience in recruiting new troop leaders and girl members, working with a team, coordinating events, facilitating communication, and being a representative of Girl Scouts Heart of Michigan at a school and in a community.

**REPORTS TO:** Service Unit Manager and Membership Specialist.

**APPOINTMENT:** Appointed by Service Unit Manager and Girl Scouts Heart of Michigan (GSHOM) staff partners for one year; reappointment based on annual evaluation.

**SUPPORT:** The Troop Organizer will receive support from the SUM, Membership Specialist(s), and other GSHOM staff partners.

- assigned school(s) and community.

### RESPONSIBILITIES/TASKS:

- Represent Girl Scouts within my school and community by encouraging new membership and supporting existing members.
- Serve as a point of contact for the school and the Membership Specialist.
- Help organize and publicize recruitment meetings using branded flyers, email blasts, and other means.
- Communicate new developments and opportunities available through Girl Scouting.
- Answer school staff and families' questions regarding Girl Scouts and troops at the school.
- Identify grade-level gaps and open troops at the school and report to Membership Specialist.
- Explain the Volunteer Toolkit as a way to simplify troop leadership.
- Communicate with the school and confirm GSHOM presence at back-to-school events, open houses, Kindergarten orientation, parent/teacher conferences, book fairs, and any other event that has a community presence within the school.
- Send all new member interest forms (lead sheets) to GSHOM staff partners within one business day of recruitment event.
- Share all new member interest forms (lead sheets) with existing troop leaders within assigned school(s).
- Connect families to Girl Scouts Heart of Michigan to start troops or join existing troops.
- Facilitate volunteer support for planned events.
- Keep accurate records of event plans, who is attending, and who the primary contact for the event is.

- Set up, execute, and tear down events as planned.

#### **QUALIFICATIONS:**

- **Personal Integrity:** Demonstrate honesty, radical candor, and take responsibility for actions and outcomes, even when no one is watching.
- **Positive Mindset & Attitude:** Chose to perceive and reach through a lense of empathy, enthusiasim, curiosity, helpfulness while being passionate solution-oriented, service-minded, and driven towards goals.
- **Unquestionbale Excellence:** Dedicated to fufilling the Girl Scout mission, willing to work hard to bring our vision to life through resilience, determination, personal growth, and continous learning.
- **Mission Driven:** Care deeply about girl development and partnering with stakeholders.
- **Collaborative Changemaker:** Intentionally present and forward thinking dedicated to sharing skills through mentoring, service leadership, taking risks, intentional youth development, who are open to change and feedback.
- **Adaptability:** Adjust and modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral and Written Communication:** Express ideas and facts clearly and accurately. Maintain open lines of communication with all GSHOM staff partners.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Technology Skills:** Access to e-mail and the internet.

#### **REQUIREMENTS:**

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a background check completed.
- Must have knowledge of Girl Scouting including Safety Activity Checkpoints, Volunteer Essentials, and GSHOM policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSHOM and GSUSA.
- Must complete required training as assigned and provided by GSHOM and GSUSA.
- Ability to keep accurate records.
- Maintain a cooperative working relationship with paid council staff, service team members, and troop leaders.