



Girl Scouts®

Minnesota and Wisconsin
River Valleys

**Registrar
Volunteer Position Description**

Reports to: Service Unit Manager
Term: One year, with reappointment
Purpose: To ensure the success of the Girl Scouts' registration process by performing the tasks needed to collect and process both the girl and adult annual membership registrations

RESPONSIBILITIES:

1. Distribute member registration forms to both current and prospective members within the assigned area and instruct individuals on the correct completion of the forms.
2. Distribute GSUSA ID cards to troops (if provided by GSUSA).
3. Work with the local volunteer organizer/recruiter for registering girl and adult members at recruitment events.
4. Collect and verify membership registration forms, turning them into the service center.
5. Contact girls and/or adults who have not re-registered with Girl Scouts.
6. Follow up on all late forming troops and additional girls to ensure they are registered.
7. Coordinate early registration for assigned area(s).
8. Work with the service unit cookie manager to ensure all girls selling Girl Scout cookies are/or become registered members (cookie audit).
9. Participate as an active member of the service unit team by attending regular service unit team and leader meetings, and participating in the creation of the annual service unit plan of work.
10. Complete volunteer position training within required time frame.
11. Communicate recruitment progress to service unit team and River Valleys' staff members.
12. Support and promote The Girl Scout Leadership Experience: Program Essentials at the service unit and troop levels.
13. Follow all GSUSA and River Valleys' policies, standards, and procedures.
14. Promote and support River Valleys' Family Fundraising Campaign, Fall Product Program, and Cookie Program Activity in relationship to your volunteer position.

QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Demonstrate excellent group and interpersonal communication skills.
6. Ability to organize materials and accurately maintain records.

BENEFITS:

1. Help girls and volunteers become confident leaders who discover, connect, and take action in their community.
2. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.
3. Share your knowledge, experience, and skills with girls and volunteers.
4. Gain and develop skills for personal and professional growth.

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5. Receive training in areas of responsibility, plus continuous learning opportunities.



RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.