

Membership Advisor Position Description

Pathway: All

- Long-Term Direct Service Long-Term Indirect Service
 Short-Term Direct Service Short-Term Indirect Service

Time Commitment:

Duration 1 year(s) month(s) week(s) day(s)
For 2-3 hour(s) per year month week day

Summary: The Membership Advisor works with local troop leaders to verify local membership with council records and ensures that every girl who expresses interest in joining Girl Scouts is given the opportunity to receive the Girl Scout Leadership Experience.

Place of Service: Service unit

Reports to: Member Delivery Manager

Responsibilities/Tasks:

- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSBDC and GSUSA.
- Ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required.
- Work with the Service unit and Regional Membership and Program Staff, to provide options available for individual Girl Scout (I-girl) participation.
- Maintain contact with the Onboarders, to assist in determining best placement of girls and adults in existing or newly established troops or as an I-girl.
- Communicate with the Service unit Team and Membership Services Staff to receive support and assistance in placing girls.
- Working with the Member Development Manager, follow-up with lapsed members for re-engagement.
- Maintain GSBDC confidentiality standards.
- Learn how to use the data management system Looker.
- Provide support to leaders unable to use online troop management.
- Verify monthly that all regional data inside Looker is accurate and notify Customer Care of changes or issues by contacting customercare@bdgsc.org.
- Assist with coordination of spring registration process, including the extended year option.
- Ensures that ALL troops are re-registered by September 30th of each year

Core Competencies-Required:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- Personal Integrity: Demonstrate dependability, honesty, and credibility

Skills:

- Technology-access and ability to utilize email and internet
- Possess high level of administrative and organization skills
- Have a well-rounded knowledge of the Girl Scout Leadership Experience, Girl Scout Mission, Promise and Law
- Exercise a high level of integrity, keeping confidential information secure.
- Serve as a positive example for girls by modeling desired attributes and behaviors such as reliability, respect for others, inclusiveness and a positive attitude.
- Remain flexible and tolerant in changing situations and surroundings.
- Value, develop, and celebrate group and individual diversity.
- Have experience in working in partnership with adults.
- Remove barriers to participation.
- Listen to others and include their ideas.
- Express ideas and facts clearly and accurately.
- Ability to communicate effectively.
- Encourage girl-adult partnerships that lead to opportunities for girl-leadership growth.

- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences

Support:

The Membership Advisor is supported by and accountable to the Service unit Team and Membership Delivery Manager. This position will be provided with email updates as needed, access to our data management system Looker, quarterly volunteer networking webinars, and in-person meetings at the local level to ensure capability of fulfilling the responsibilities of the position.

Training and Development:

- Membership Advisor Orientation Manual
- Membership Advisor Orientation Manual Review
- GSUSA training on using Looker

Requirements:

- Become a registered member of GSUSA
- Approved volunteer background check
- Signed Volunteer Position Agreement
- Be at least 21 years of age

- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures
- Completes required training for position
- Remains in close communication with the MDM on a regular basis
- Ability to work with Adults
- Ability to work independently and in an organized manner
- Willingness to keep informed and attend meetings as required.
- Internet and email access and knowledge of use.

Safety-Related Matters:

- See the volunteer policies procedures on our website under the volunteer resources and training page.

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): _____

Phone: _____ Email: _____

Address: _____

Signature of Volunteer: _____

Date: _____