

# Membership Advisor Position Description

## Pathway

All

- |  |  |
|--|--|
| <input type="checkbox"/> Long-Term Direct Service  | <input checked="" type="checkbox"/> Long-Term Indirect Service |
| <input type="checkbox"/> Short-Term Direct Service | <input type="checkbox"/> 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 Service Unit Membership Advisor is responsible for assisting troops with registration and renewal, as well as ensuring that every girl who expresses interest in joining Girl Scouts is given the opportunity to receive the Girl Scout Leadership Experience. This position also works with troop leaders, the Service Unit Team, and council staff to compare local membership records with council records and rectify any discrepancies.

## Place of Service

Service Unit

## Reports To

Membership 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 (iGirl) participation.
- Communicate with the Service Unit Team and Membership Delivery Staff to receive support and assistance in placing girls.
- Working with the Membership Delivery 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](mailto:CustomerCare@BDGSC.org).

- Assist with coordination of spring registration process including the extended year option.
- Ensures that ALL troops are renewed by September 30 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.
- Adaptability: Adjust and/or modify own behavior to 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.

### **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.

### **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 the data management system, 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
- Complete required training for position
- Remain in close communication with the Membership Delivery Manager 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 Policies for Girl Scout Volunteers 2020-2021 Handbook on our website under the Volunteer Resources page.

## Agreement

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: \_\_\_\_\_