

## Service Unit Placement Specialist Position Description

**The SU Placement Specialist's** purpose is to ensure that every girl who expresses interest in joining Girl Scouts be given the opportunity. This is accomplished through maintaining a Service Unit waitlist and matching interested girls with likely troops or other participation options.

**Qualifications:** The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required. Proven ability to follow-through on commitments, excellent communication and organization skills are preferred.

**Service Commitment:** The Service Unit Manager or designee will appoint the Placement Specialist for a one year term in which she/he can expect to provide a minimum of 1-2 hours of service weekly, depending on the needs of the SU. During peak recruitment seasons (usually Fall and Spring), additional hours may be required. This is a year-round position.

**Supervision and Support:** The Placement Specialist is supported by and accountable to the Service Unit Manager or designee and Girl Scouts of Western Washington.

### Duties/Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Work with the Service Unit Team to develop and implement a year-long recruitment plan for girls and adults
- Maintain an up-to-date troop placement roster and girl waitlist
- Refer girls to troops or other participation options in a timely manner
- Follow-up with parents regularly and in a timely manner
- Provide GSWW staff with updates as needed
- Participate in Service Unit Team and Volunteer/Leader meetings
- Maintain GSWW confidentiality standards

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### The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

### The Girl Scout Promise:

On my honor, I will try  
to serve God\* and my country,  
to help people at all times,  
and to live by the Girl Scout Law

\*May be replaced by a word that reflects your personal beliefs

### The Girl Scout Law:

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout