

## School/Recruitment Event Organizer Position Description

**The School/Recruitment Event Organizer's** purpose is to provide parents and girls at a designated school with the information and opportunity necessary to participate in Girl Scouting. This is accomplished through organizing parent information meetings at a school or other community location, distributing materials, acting as a community resource and using all available means to assure that girls and their families learn about the benefits, methods and goals of the Girl Scout program. (Individuals may choose to be either a School Organizer or a Recruitment Event Organizer depending on the needs of the Service Unit.)

**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. Good working relationship with the school administration and well-informed regarding the school community is a plus.

**Service Commitment:** The Service Unit Manager or designee will appoint the School/Recruitment Event Organizer for a one year term in which she/he can expect to provide a minimum of 10 hours of service over the course of the school year.

**Supervision and Support:** The School/RE Organizer 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.
- Attend appropriate training/updates for the position as available
- 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 implement a year-long recruitment plan for girls and adults
- Arrange for at least one parent meeting per year at the designated school or a nearby community space
- Assure the distribution of materials to local girls and parents informing them about the parent meeting and other general information regarding the Girl Scout program
- A School Organizer may be expected to position her/himself as a resource for the parents of the school regarding the Girl Scout program
- Encourage and assist with the formation of new Troop Leadership Teams
- Participate in Service Unit Volunteer/Leader meetings and SU Team meetings as requested

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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