

## GSSU School/Organization Liaison

Volunteer  
Position  
Description



**Department:** Primary support: Recruitment. Additional support: Retention and other Girl Scouts of Northeast Texas (GSNETX) departments.

**Position Summary:** The School/Organization Liaison will act as a connector between both a school (or group of schools) or organization (place of worship, sports center, youth organization, etc.) and Girl Scouts. The Liaison will work with both the Outside Sales/Recruitment Coordinator & Volunteer Administration in order to recruit and connect new adults and girls to Girl Scouting.

**Position supported by:** *Recruitment Coordinator, Sales Support, Volunteer Coordinator, or other appropriate GSNETX staff, SU Team.*

### **Responsibilities:**

- Develop and document good relationships with school(s)/organization staff.
- Be the GSNETX Ambassador for parents/guardians who are interested in Girl Scouting at your school(s)/organization.
- Be present and represent GSNETX at organization's parent gatherings (open house, meet the teacher, kindergarten orientations, and children's activities/events) to welcome and recruit new parents and girls to Girl Scouting.
- Generate interest in and recruit parents/guardians to become Girl Scout Troop Leaders/Volunteers to form/join a Girl Scout Troop.
- Help connect new Troop Leaders or girl members to SU Troop Organizers and/or GSNETX Sales Support Staff if help is needed to place girls in an existing troop or to form a complete troop.
- Assist GS Troop Leaders/Volunteers in completing council online registration, background checks process, and quick-start videos.
- Connect new Troop Leaders/Volunteers to GSNETX resources (volunteer toolkit, GSNETX Volunteer Coordinator, SU Team, Leader meetings, training, etc.).
- Meet with GS Troop Leaders from your school(s)/organization to share ideas, suggestions, and information and to provide support to one another.
- Attend relevant meetings and other scheduled events as appropriate, (examples are SU /GSNETX planning meetings, SU Team and Leader meetings, GSNETX Kickoff, VIP Meetings, etc.)

### **Skills and Abilities:**

- Previous GS experience preferred but not required.
- Must be committed to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law.
- Demonstrate strong group and interpersonal communication skills.
- Ability and willingness to initiate contacts with groups and individuals within the community.
- Knowledge of the Girl Scout program and a positive attitude toward Girl Scouts.

### **Position Commitments:**

- Have current GSUSA membership and complete a background check.
- Ensure that compliance with the regulations governed by the following is met: GSUSA and GSNETX Policies and Procedures.
- Complete GS Service Unit Overview Training (TR601) – Home Study as soon as possible after accepting the position, Recruitment Training (TR603), and Adult Education and enrichment courses as needed to support continued effectiveness.
- By accepting any volunteer position with Girl Scouts of Northeast Texas I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, it's girl and adult members, volunteers and staff to which I am exposed while serving as a Volunteer.

*I acknowledge and agree to fulfill the duties of this position by completing the Troop Changes Form to be assigned as the School/Organization Liaison. <https://webforms.gsnetx.org/troopchanges/>*

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