

# Service Team Orientation

## Position: Service Area/Community Registrar

# Service Area/Community Registrar



**Community Registrar**  
reports to: Service Area  
Manager



**Service Area Registrar**  
reports to: Service Area  
Manager and Council  
Registrar

# Community Registrar

The Community Registrar processes GSUSA registrations and maintains up-to-date information on girl and adult membership within one specific community or school.



# Service Area Registrar

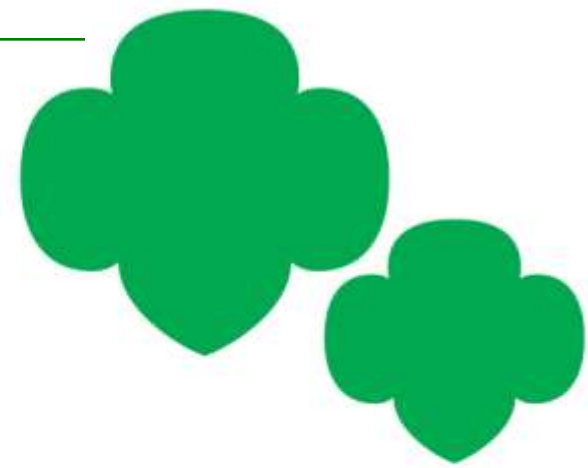
The Service Area Registrar processes GSUSA registrations and keeps up-to-date records on all girl and adult members within the Service Area.



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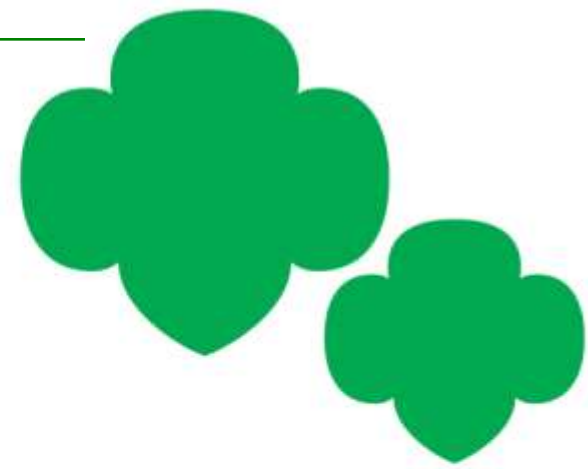
# Summary of Responsibilities:

- Organizes GSUSA registrations.
- Ensures that all necessary registration forms are fully completed.
- Ensures that correct amount of funds are collected and turned in.
- Supports Family Partnership.
- Submit complete forms and dues to Service Area Registrar or Membership Manager.



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# Summary of Responsibilities:



Additional duties for Service Area Registrar:

- Request updated information on Service Area membership from Council Registrar.
- Report on Service Area membership statistics at Service Area meetings.



# Time Commitment:

- Approximately 2-4 hours monthly, June – November
- 2 hours per month, December – May
- 2 hours per month (optional), Service Area Meetings

Appointed by the Service Area Manager and/or Membership Manager for one year terms.

**Decide that this is the right job for you.**



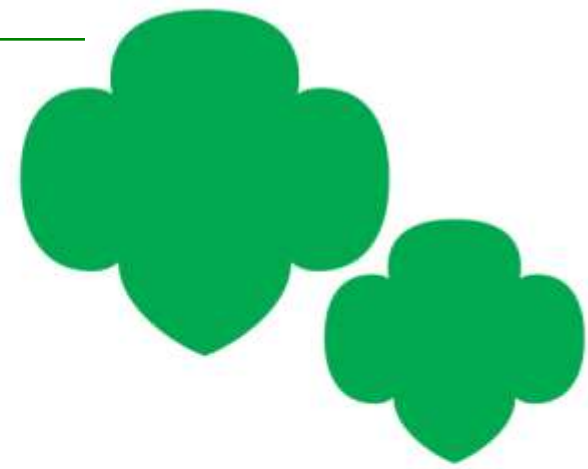
# Desired Abilities/Skills

- Strong Communication
- Organizational Skills
- Basic Accounting and Recordkeeping
- Basic Computer Skills(Word/Email)
- Attention to Detail
- Dependability



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# Girl Scout Volunteer Core Competencies

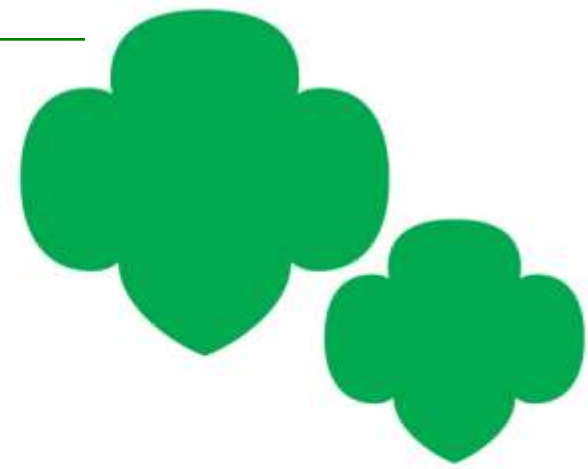


**Girl Focus:** Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership: Discover, Connect and Take Action.



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# Girl Scout Volunteer Core Competencies



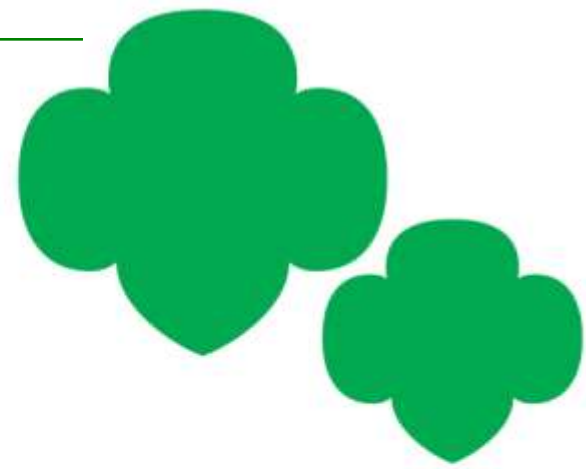
**Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.

**Oral Communication:** Expresses ideas clearly and concisely.



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# Girl Scout Volunteer Core Competencies



## **Fostering Diversity:**

Understands and embraces human diversity, and promotes inclusion of all people.

## **Personal Integrity:**

Demonstrates honesty, credibility and dependability.

