

## **TASK DESCRIPTION**

<b>POSITION TITLE:</b>	School Liaison
<b>ACCOUNTABILITY:</b>	Community Recruiter
<b>TERM:</b>	One Year
<b>PURPOSE:</b>	Manages, coordinates and implements recruitment strategies in a specific school and serves as mentor for troops in that school.

## **RESPONSIBILITIES:**

1. Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards and procedures.
2. Identifies need for new troops to be created.
3. Attends training for the position.
4. Connects troops that serve the girls in their school.
5. Develops relationship with school staff.
6. Schedules and implements “Girl Talks” if allowed by school.
7. Schedules and implements “Back to School” Night booth in their school.
8. Encourages participation in the Early Bird and On-Time registrations.
9. Notifies Council of any disbanding troops.
10. Attends regional and community meetings as required.

## **QUALIFICATIONS:**

1. Is a registered member of GSUSA.
2. Is a friendly and outgoing individual who demonstrates ability to present materials, create leads, and recruit new members.
3. Has the ability to develop working relationships with other volunteers and staff while maintaining objectivity and confidentiality standards.