



**Headquarters  
Billings Service Center**  
2303 Grand Avenue  
Billings, MT 59102

**Casper Service Center**  
501 North Sun Drive  
Casper, WY 82609

**Great Falls Service Center**  
4930 Ninth Avenue South  
Great Falls, MT 59405

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## Service Unit Team Position: Registrar

The Service Unit Registrar will perform technical duties needed to process, manage and maintain all Girl Scout registrations for adult and girl members in the Service Unit; including troops, group and individual members transferring the information to council headquarters in accordance with Girl Scouts of Montana and Wyoming and Girl Scouts of the USA policies.

### Required Skills for Registrar:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position.
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling.
- Skill in the use of technology including computer data entry, Excel spreadsheets, etc.
- Organizational skills including maintaining files and editing forms.
- Administrative ability including attention to detail, record-keeping, financial aptitude, accuracy.

**Service Commitment:** The Service Unit Manager will appoint the Service Unit Registrar for a one year renewable term in which she/he can expect to provide a minimum of approximately 1 hour of service per week up to 3 hours per week during peak times (April - June, September – November) depending on the needs of the Service Unit.

**Supervision and Support:** The Service Unit Registrar is appointed, supported by and accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

### Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the troop leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Maintain adequate supplies of registration forms and related documents.
- Willing to attend service team and Service Unit meetings when requested.
- Process and submit membership registration forms to council promptly and accurately.
- Communicate registration information to the Service Unit Manager and Membership Managers to ensure proper reporting.
- Distribute registration forms to current and prospective members within the assigned Service Unit and provides instructions on the correct completion of the forms.
- Collect and processes all Girl Scout annual registrations (troop, individual and Lifetime members) in accordance with council and Girl Scouts of the USA guidelines.
- Receive registration forms from troops or members registered individually within assigned areas.
- Record receipt of annual membership dues.
- Edit each registration form for completeness and accuracy of information
- Compile and maintains the Service Unit directory.
- Route the appropriate copy of the registration form to the leader for troop members, the Service Unit, and the council for final processing.
- With the Service Unit School Coordinator, maintain files of Service Unit registration forms and membership reports.
- Provide documentation of membership data or member information for Service Unit personnel.
- Notify council of changes to a member’s information, transfer of members, or corrections to membership reports.
- Submit membership data/reports as requested by the Service Unit Manager and/or Girl Scouts of Montana and Wyoming.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Registrar \_\_\_\_\_ date \_\_\_\_\_