



Join our team! Now hiring Troop & Service Unit Support

For more than 100 years, Girl Scouts has helped girls develop the skills and confidence they need to succeed in every area of life. From the youngest Girl Scout to our graduating high school seniors, we believe in the power of every girl.



We are looking for a **TROOP AND SERVICE UNIT SUPPORT** candidate who can help us successfully recruit and support troop leaders in the Girl Scout movement. We are on a mission to build girls of courage, confidence, and character who make the world a better place. The right candidate won't just be promoting a program; you will be providing a high-quality, girl-centered, and girl-led experience for tomorrow's leaders and change-makers right in your community.

JOB DUTIES

- Ensuring readiness for leaders of new troops (such as welcoming, holding a face-to-face meeting, assigning a mentor)
- Attending (or assigning a mentor) first troop meeting and parent meetings to support leaders when requested
- Maintaining regular contact through the troop leader's first year to answer questions, hear concerns, and assist with girl placement
- Working with current troops to ensure their success
- Ensuring troop leaders fully understand the functionality and benefits of all available volunteer resources
- Managing new and existing troop bank accounts
- Assisting with volunteer recognition and appreciation programs
- Monitoring requests for volunteer development opportunities, providing or arranging training, and documenting training completion
- Maintaining relationships with volunteer trainers, including tracking preferences and availability
- Processing volunteer forms according to council procedures
- Regularly sending volunteer communications to individuals and groups

JOB QUALIFICATIONS

- Girl Scout experience a plus
- Passionate about girl leadership
- Sales/other membership recruitment experience, or a strong desire to learn
- Self-motivated and efficient with strong time-management skills
- Excellent written and oral communication skills, including public presentations
- Experience with Microsoft Office; familiarity with Salesforce a plus
- Ability to 40 hours per week, including some evenings and weekends
- Access to reliable transportation for frequent travel within assigned jurisdiction



COMPENSATION & BENEFITS

- \$13.00-\$14.00 per hour
- Excellent PTO (3 weeks the first year) and holiday package (includes major holidays and the week between Christmas and New Year's Off)
- 403b
- Life Insurance and Long-term Disability and Dismemberment policies provided by the organization

ORGANIZATION REQUIREMENTS

- Belief in the mission and purpose of the Girl Scout movement and willingness to subscribe to principles expressed in the Girl Scout Promise and Law
- Valid driver's license
- Access to reliable transportation and proof of insurance
- Background check

TO APPLY

Email your cover letter and resume to jcross@girlscouts-gssi.org.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) STATEMENT:

Girl Scouts of Southwest Indiana fosters belonging and respect for all individuals. We empower all girls, volunteers and staff to fulfill their potential and make the world a better place. Our Girl Scout Promise drives us to provide diverse, equitable and inclusive experiences. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

WE ARE GIRL SCOUTS

Girl Scouts bring their dreams to life and work together to build a better world. Through programs from coast to coast, Girl Scouts of all backgrounds and abilities can be unapologetically themselves as they discover their strengths and rise to meet new challenges—whether they want to climb to the top of a tree or the top of their class, lace up their boots for a hike or advocate for climate justice, or make their first best friends. Backed by trusted adult volunteers, mentors, and millions of alums, Girl Scouts lead the way as they find their voices and make changes that affect the issues most important to them. To learn more, visit girlscouts-gssi.org.

Girl Scouts of Southwest Indiana
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