

Roster Administrator Volunteer Position Description

Purpose

- Utilizes the online reporting system to access the service unit roster and related reports. Works directly with the service team and council staff.

Responsibilities

- Securely accesses the online reporting system and keeps log-in credentials private and safe.
- Handles member information confidentially and only shares information with other service team members as needed in approved circumstances, following GSME policies.
- Learns to utilize the online reporting system efficiently and create streamlined reports.
- Provides customized roster reports for other service team members as needed, such as sending a current roster to the product program supervisor.
- Works with service team, troop leaders, and volunteer support specialist to maintain accuracy of service unit roster through regular reviews of the data.
- Generally this is a secondary role held in addition to another service team role such as service unit manager or volunteer support coordinator.
- Attends service team meetings.

Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Good computer skills: comfort with using/learning web-based programs, downloading files, and understanding of basic manipulation of data in Microsoft Excel (deleting and sorting columns, etc.).
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Effective oral, verbal, and written communication—express ideas and facts clearly and accurately.

Desired Qualifications

- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.