

PROGRAM SPECIALIST, OUTREACH

Out-Based with required attendance in office and designated locations for meetings

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of close to 10000 girls, more than 2,500 volunteers and a staff of 45 (plus an additional 50+ seasonally). With an annual council budget of \$3 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

POSITION SUMMARY

The **Program Specialist, Outreach** is responsible in providing professional leadership and execution of the recruitment, delivery and extension of Girl Scout program and services to girls in identified low-income, and low-literacy communities in identified region. Responsible for volunteer recruitment, member identification, growth and maintenance, as well as all direct services offered within the assigned areas (membership, program, and training). Ensures and provides a consistent image of the Council's commitment to Girl Scouts and the community at large.

Provides professional, energetic leadership and competent management of outreach program throughout underserved assigned communities. A change agent drives an adult led volunteer program, implementing the girl/adult partnership model in an interactive and experiential environment, fully support and engage the strategies of the organization through community development, and lead the integration and implementation of key council and national outdoor initiatives.

OBJECTIVES / RESPONSIBILITIES

- Facilitate adult volunteer recruiting events and activities, establishing and maintaining contacts with community organizations and program partners collaborating with community partners and volunteers to deliver Girl Scout programs to under-served and low-income area girls at Outreach sites as well as Daisy Power Project Troops.
- Establish and maintains contacts with community organizations and program partners; recording all data, contact and information in SalesForce database and other supporting software programs
- Must be able to keep track of expenses and troop interactions to help insure appropriate grant reporting and expense reporting.
- Provides guidance to volunteers and community partners in the delivery of the Girl Scout programming.
- Works with cross-functional teams to develop innovative techniques to ensure on going effective delivery of the recruitment and placement strategies.
- Implement council's comprehensive plan for girl and adult membership growth and retention, to ensure Girl Scouting is available to all segments of the population within the assigned region.
- Provide direction and supervision to volunteers in the development and implementation of a plan of work for assigned geographic areas; support volunteers in their work through enrichments, recognition and related support.

- Ensure that delivery systems reflect the identified needs and interests of girls and adult volunteers who deliver programs to girls; research the needs of girls and communities within the assigned jurisdiction to assure that the Girl Scout program reflects identified needs and philosophy of Girl Scouting.
- Extend and deliver through community partners and volunteers programs to girls through program implementation, or, through the identification, recruitment, and placement of appropriate volunteers in assigned region.
- Ensure that membership marketing system strategies are consistent with the philosophy of Girl Scouting as a membership organization and ensure the integrity of Girl Scout program delivery and training systems for membership recruitment and retention.
- Comply with and support the newly integrated council and Girl Scouts of the USA's philosophy, policies, procedures, standards, and business practices.
- Participate in assigned committees or project teams.
- Actively promote Girl Scouting in the community through presentation, networking and collaborative efforts.
- Provide support and participate in the identification and implementation of council promotion and funding, including fund development, cookie sale, property council shop and public relations.
- Help establish priorities, provide assistance with new projects and initiatives, and give support in introducing/describing changes in the organization.
- Attend other meetings as appropriate.
- Work with the Advancement Team to find, leverage and share stories about how Girl Scouting and the Daisy Power Project changes girls' lives and how to change the world. Work to support the building and sustaining of a culture of philanthropy throughout the Council.
- Assist with development and implementation of the Daisy Power Project, based on the project's strategies and priorities.

QUALIFICATIONS

- High School Diploma or a minimum two (2) years equivalent professional level community support experience, recruiting or customer service; some advanced education or college preferred.
- Ability to work up to 20 hours per week to include some evenings and weekends
- Demonstrated commitment and ability to interact with diverse populations
- Demonstrated experience and ability working with girls of various ages, and abilities
- Demonstrated reasoning and negotiation skills to identify and resolve conflict
- Strong communication skills to speak effectively before large and small groups
- Demonstrated ability to handle sensitive information and maintain confidentiality
- Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment
- Excellent listening and interpretive skills in order to identify, assess, and respond to customer needs.
- Demonstrated ability and proficiency to perform data entry with extreme accuracy
- Superior organizational skills, with the ability to carry out a variety of responsibilities with shifting priorities
- Meticulous attention to detail, organizational and time management skills; the capacity to manage daily workflows and deadlines with equanimity

REQUIRED SPECIALIZED OR TECHNICAL KNOWLEDGE

- Demonstrated superior time management and telecommuting skills, working independently to prioritize while managing multiple deadlines.
- Superior networking and people skills plus the ability to approach and communicate with and to diverse audiences.
- Demonstrated presentation skills, and ability to create the messaging according to the specific audience.
- Professional, demonstrated experience in successful recruitment or sales.
- Skilled in Outlook, Word, Excel and documenting customer interactions in Salesforce or similar database program with the ability to run queries and reports.
- Ability to work a flexible schedule, which includes day travel and regular evenings and some weekends.
- Perform tasks that involve the ability to exert light physical effort with may include some lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (40-50 pounds).
- Must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Must have personal transportation and the ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background search.

BENEFITS

- Mileage Reimbursement for travel

HOW TO APPLY

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to humanresources@gssc-mm.org.

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