

Position Description

POSITION TITLE: Girl Experience Specialist

SALARY GRADE: 8

DEPARTMENT: Girl Experience

FLSA: Exempt, FT

REPORTS TO: Girl Experience Manager

DATE:

Position Summary: The Girl Experience Specialist develops and implements high-quality Girl Scout Leadership Programs, product programs and experiences for an assigned geographic area, in a variety of settings. These program experiences for girls include outreach, community collaborations, council events, highest awards, domestic and international travel, fall product sale and the Girl Scout Cookie Program.

Major Accountabilities:

1. Directly responsible for independent working on the development and implementation of high quality Girl Scout leadership experiences and events in assigned area. Sets goals, develops budgets and fee structures, secures locations, secures presenters and vendors, tracks revenue and expenses, manages on-site logistics, contributes to marketing and promotional materials, responsible for participating as a team member in analyzing safety risks and developing safety procedures for Girl Scout leadership experiences.
2. Directly responsible for the development and implementation of council-sponsored product programs per council strategy and GSUSA guidelines. Works independently to provide support and guidance in assigned area. Sets goals, develops tracking mechanisms, tracks and manages inventory, forecasts and budgets for expenses and revenue, verifies accurate orders, is expert in product sale technology, develops and delivers volunteer product program trainings, contributes to marketing and promotional materials, analyzes safety and financial risks, and as a team member develops safety and financial procedures.
3. Responsible for ensuring the quality of and completion of the highest awards in Girl Scouting. Ensures that adult volunteers are trained on the requirements and components of the highest awards. Responsible for planning and implementation of council-wide events to recognize these achievements.
4. Responsible for ensuring exciting and diverse travel opportunities are available to girls. Makes travel arrangements, sets budgets and fee structures, tracks revenue and expenses, manages logistics, works with travel vendors, analyzes safety and financial risks, ensures usage of safety procedures, contributes to development of financial procedures, educates parents and volunteers on travel specifics.
4. Responsible for delivering and reporting on outcomes of grant funded programs. Responsible for development and delivery of collaborative and community based outreach programming.
5. Responsible for providing content to the Marketing and Communications department for the development of promotional and marketing materials for Girl Scout leadership experiences.
6. Solicits community partners and topic experts to offer unique opportunities that utilize the National Program Portfolio designed to respond to the needs and interest of girls, and support the council's goals. Stays current on issues, topics and needs that affect and impact girls.
7. Other duties as assigned.

Position Qualifications:

Bachelor's degree or 2-4 commensurate experience.

Ability to exercise good judgement and discretion. Ability to make sound decisions, independently.

Ability to provide an exceptional experience for girls, with the capability of identifying the girl member's needs by demonstrating superior active listening skills and patience.

Demonstrated ability to effectively communicate verbally and in writing with various audiences.

Excellent interpersonal and conflict management skills.

Superior time management and organization skills, with the ability to carry out a variety of responsibilities with multiple priorities and deadlines.

Strong computer skills in Microsoft Office, Outlook and various applications such as Salesforce and Product Program databases.

Passion for the Girl Scout Mission and the Girl Scout Leadership Experience.

Flexibility and a good sense of humor.

Valid driver's license and access to a properly licensed and insured vehicle in working condition.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is required. The job requires travel.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

This position description does not constitute a contract.