

**GIRL SCOUTS OF MICHIGAN SHORE TO SHORE
POSITION POSTING**

Title: Membership Specialist

Reports to: Manager of Community Cultivation

Classification/FLSA Status: Regular Full-time/Exempt

LOCATIONS: Grand Rapids Service Center; Muskegon Service Center; Traverse City Service Center

GRADE: 9

Position Summary: The Membership Specialist develops and implements recruitment plans for volunteers and girls across all pathways. She/he provides volunteers with appropriate resources and assistance, including distributing and explaining written materials, assisting new leaders in acquiring leadership training, providing assistance in the troop registration process, and monitoring troop progress. Working closely with and supporting the Community Cultivation Manager, targets new areas for volunteer recruitment. She/he develops, designs and implements innovative recruitment approaches, including developing relationships and opportunities among institutions and individuals to identify and cultivate potential volunteers. She/he also conducts public awareness and information activities related to volunteer and girl recruitment.

Essential Duties and Responsibilities:

1. Recruit and place girls and adults across all pathways, including lapsed members.
2. Recruit, train and supervise operational volunteers, including lapsed members.
3. Participate in strategic thinking and planning efforts to expand girl and adult membership of the council.
4. Interpret and promote the importance and relevance of Girl Scouting to community groups, civic organizations, schools and other potential Girl Scout partners, establishing sustainable relationships and conducting recruitment activities.
5. Collaborate with the communications and marketing department to implement marketing strategies that result in successful recruitment of girls and adults throughout the council's jurisdiction.
6. Maintain adequate record keeping, paperwork processes and tracking of troop financial management reports.
7. Attend Service Unit meetings and support service unit recruitment and retention activities and events.
8. Assist with volunteer mentoring, assessments and reappointments, including identifying and providing conflict resolution, as appropriate, in consultation with team lead and Director of Volunteerism.
9. Assist in developing a marketing plan for volunteer and girl recruitment by analyzing market data on demographics, trends in volunteerism, program, and membership needs.
10. Assist in the development and implementation of volunteer and girl retention across all pathways and serve as the Girl Scout policy and procedures expert to advise and consult with volunteers providing program to girls.
11. Support grant development and implementation.
12. Collaborate across all areas of membership, volunteerism and programs to create and implement local plans for volunteer participation growth across pathways that reflect local preference for participation.
13. Ensure the absolute security and confidentiality of all council records.
14. Represent the council at local events, including fairs and festivals.
15. Other related duties are assigned.

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of the USA
3. Willingness to work a flexible schedule including evenings and weekends
4. Willingness to travel as job requires
5. Capability to provide own transportation and must maintain valid operator license
6. Willingness to authorize a background screening with cost being absorbed by the council

Qualifications:

1. Bachelor's degree and 2-4 years progressive responsibility or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
2. Highly developed people and project management skills, with demonstrated ability to build relationships
3. Outstanding interpersonal and communication skills
4. Strong computer proficiency and skilled in use of MS Office Suite; strong spreadsheet and report writing skills
5. Excellent judgment, with the ability to work independently and manage multiple projects and deadlines
6. Strong management skills, including planning, problem analysis and resolution, organization of multiple priorities and staff supervision
7. Demonstrated time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
8. Commitment to Girl Scout values including an unequivocal commitment to pluralism
9. Preference may be given to candidates with knowledge and experience in Girl Scout program and operations
10. Bilingual preferred (Spanish/English)

To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544

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