

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

Title: Volunteer Development Specialist

Reports to: Manager of Volunteer Development

Classification/FLSA Status: Regular Full-time/Exempt

LOCATION: Muskegon Service Center

GRADE: 9

Position Summary: The Volunteer Development Specialist is responsible for duties relating to the development and supervision of volunteers and to the education requirements of the Council membership. She/he provides leadership and support to place, train, and recognize adult volunteers. She/he develops curricula, resources and helps guide the direction of council-wide task groups and volunteer committees.

Essential Duties and Responsibilities:

1. Coordinate training activities within an assigned geographic area by managing volunteer facilitators and online learning registration.
2. Consult with Volunteer Development Manager regarding volunteer concerns and reassignment opportunities.
3. In partnership with the volunteers and volunteerism team, develop and/or update courses and online learning.
4. Participate with departmental and service center teams, and serves as a department representative in meetings to promote and advise on volunteer development issues
5. Must be comfortable using the council's integrated database system, personify
6. Ensure the absolute security and confidentiality of all council records
7. Provide and ensure professional , superior customer service is provided to all internal and external customers, members, volunteers, staff and other community contacts
8. Serve as a resource for current volunteers regarding council and GSUSA policies, procedures, safety and paperwork questions.
9. Collaborate across all areas of membership, program and volunteerism to create and implement local plans for volunteer participation growth across pathways that reflect local preference for participation
10. Support recruitment efforts and supervise operational volunteers.
11. Coordinate volunteer recognition activities for designated geographic area and support the council-sponsored volunteer recognition event.
12. Other related duties as 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. Willingness and ability to travel as needed; ability to work flexible hours, including evening and weekends
10. Preference may be given to candidates with knowledge and experience in Girl Scout program and operations
11. Bilingual skills encouraged (English/Spanish)

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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