

GIRL SCOUTS OF MICHIGAN SHORE TO SHORE

JOB DESCRIPTION

Title: New Troop Start-Up Specialist

Reports To: Girl Experience Partnerships & Program Coordinator

Classification/FLSA Status: Full-time, Exempt

LOCATION: Grand Rapids, Michigan

Hiring Range: \$35,000 – \$37,500

POSITION SUMMARY: Works to successfully support the establishment of multiple new Girl Scout Troops in a designated area through Troop Leader recruitment, mentoring, and girl programming support. Secures parent participation in troop leadership roles, working with them to take over troop leadership after startup period.

Essential Duties and Responsibilities:

1. In partnership with Community Membership Managers (CMM), identify locations (schools, churches, after school programs, etc.) for programs to be held where girls and adults can participate.
2. Secures parent participation in troop leadership roles including; Troop Leaders, Troop Co-Leaders, Troop Chaperone/Drivers, and Troop Bank Account Signors, and ensures the successful completion of membership registration and screening.
3. Delivers programming with a particular focus on STEM in line with the Girl Scout Leadership Experience to members of a newly established troops in targeted areas.
4. Partner with and coach parent volunteers in delivering startup program providing mentoring and coaching in troop leadership roles including troop management, meeting planning, and instruction on providing educational and fun Girl Scouting experiences.
5. Provides professional, superior customer support and follow-up to all internal and external customers, members, volunteers, staff and other community contacts in-person, electronically and by phone.
6. Attends recruitment events with CMMs to support lead generation for new troops, on occasion and as needed.
7. May perform other related duties as assigned.

Qualifications:

1. High School Diploma or equivalent. Bachelor's degree preferred or in-progress.
2. Highly-effective interpersonal communication skills and comfort communicating with adults and girls. Excellent written and verbal communication skills.
3. Bilingual, Spanish speaking is highly preferred.
4. Excellent technical computer skills in Microsoft Office including Word, Excel, and Outlook and customer relationship management systems. Must be comfortable with electronic media, and use the internet proficiently.
5. Prior experience and/or knowledge of public speaking, recruiting volunteers, working directly with youth, and/or facilitating Girl Scout programming. Experience delivering STEM programming preferred.
6. Ability to work with volunteers and community contacts from diverse backgrounds.
7. Ability to maintain accurate records and details to effectively manage multiple priorities, meet deadlines, and produce results.

Requirements:

1. Registration as a member of Girl Scouts of Michigan Shore to Shore.
2. Willingness to authorize a background screening with cost being absorbed by the council.
3. Ability to work independently, in-person, and a flexible schedule including after school, evenings and weekends.
4. Ability to travel throughout service area as job requires.
5. Capability to provide own transportation, and maintain valid operator license.
6. Must be able to occasionally lift or move minimum of 25 pounds.

Competencies:

9/22/2020

- Interpersonal Relations
- Team Building
- Time Management
- Fostering Diversity
- Oral Communication
- Networking
- Volunteer Relations
- Volunteer Management
- Project Management