

JOB DESCRIPTION

- TITLE:** Girl Experience Administrative Coordinator
- REPORTS TO:** Girl Experience Director, Outdoor/STEM Programs
- RESPONSIBILITIES:** Provide administrative support services for the Girl Experience Directors and the Girl Experience Teams. Create positive experiences by assisting and supporting Girl Scout volunteers, families, and staff.
- VALUES:** Passion for the Girl Scout mission; positive attitude; strong work ethic; adaptable in changing environments.
- SKILLS:**
- Exceptional organizational ability, analytical skills, and attention to detail
 - Advanced proficiency in Microsoft Office and ability to learn proprietary software
 - Strong customer service skills
 - Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards
 - Demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of volunteers and employees
 - Customer-focus oriented and ability to relate to diverse audiences
 - Ability to be accountable to multiple projects and deadlines
 - Ability to work both independently and in cooperative team relationships with co-workers
 - Ability to apply independent discretion within the boundaries of the position
- ACCOUNTABILITIES:**
- Support and implement the council's strategic priorities
 - Maintain the Financial Assistance process for uniform essentials, programs, and camp
 - Process event and camp confirmations and follow-ups, send appropriate information to parents/caregivers, maintain program and camp files and records, and compile camp evaluation results
 - Perform administrative duties for camps and programs, including but not limited to monitoring payments; processing event/camp insurance, assembling, distributing, and collecting paperwork; managing online registration system; assisting with supply delivery; onsite support
 - Coordinate with the Girl Experience team and assist in the proofreading and distribution of program materials, maintain adequate supplies as needed. Assess needs, make recommendations, and implement changes in program administrative system as needed
 - Serve as a resource person to volunteers and staff with questions concerning programs

- Lend support to the reception area in answering telephones and assisting walk in customers
- Know and be responsible for all agency policies, guidelines, and procedures; regularly report on individual goals and achievements to Girl Experience Director, Outdoor/STEM Programs
- Attend regular staff meetings, team meetings, and other relevant meetings
- Perform other duties as assigned

REQUIREMENTS:

- Associate Degree or equivalent work experience
- Two (2) years of full time professional office experience
- Highly organized with excellent written and verbal communication skills.
- Ability to follow and maintain safe working practices at all times
- Ability to lift and carry up to 25 pounds
- Maintain registration as a member of the Girl Scouts of the USA
- Personal vehicle, valid driver's license and current insurance. Ability to travel to various events and activities
- Manage a flexible work schedule that includes nights and weekends at a variety of locations including camp and outdoors.
- Background check and drug screen are required

JOB CLASSIFICATION: Non-exempt

STARTING PAY: \$16/hr

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.

