



Girl Scouts of Ohio's Heartland  
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## Job Description

**Title:** Girl Experience Specialist

**Reports To:** Senior Manager, Girl Experience

**Position Summary:** Responsible for engaging new girl members by facilitating short-term Girl Scout troop experiences for new troops as well as facilitating Outreach programming where needed. Working closely with other departments to fill temporary vacancies/absences to ensure consistent programming for all Girl Scout members.

**Values:** Passion for mission; positive attitude; strong work ethic; adaptable in changing environments.

**Skills:** Self-directed, organized and able to handle multiple priorities; ability to facilitate program curriculum; strong communication and customer-oriented focus; ability to relate well to diverse customers; proficiency in Microsoft Office; strong time management skills.

**Accountabilities:** Responsible for engaging new girl members by facilitating short-term Girl Scout troop experiences with girls and caregivers as well as identifying and converting leaders for the group.

Facilitating Outreach programming where needed.

Working closely with other departments to fill temporary vacancies/absences as well as supporting departments in their busiest quarters to ensure consistent Girl Scout experiences for all members.

Assists in achieving the council's membership and retention goals for girls by development, coordination and delivery of quality events, curricula, and additional resources as driven by market needs

Assists in the scheduling and planning of engagement, outreach, and program events.

Develop and manager related budgets, including ongoing reporting, monitory and statistical analysis of program participation, revenue and expense.

Interprets the Girl Scout Leadership Experience philosophy and the council's policies.

Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council.

Other duties as assigned.

**JOB CLASSIFICATION:** Non-Exempt Salaried

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.