

## JOB DESCRIPTION

**Title** Girl Experience Specialist

**Purpose of Job** The Girl Experience Specialist is accountable for engaging new adult and girl members by supporting other departments including membership, program, and outreach. Facilitate new troop experiences to start new troops, support programming to retain troops and facilitate outreach programs to reach even more girls.

**Responsible To** Senior Program Manager

### Minimum Qualifications

- Self-directed, organized, and able to manage multiple priorities; ability to facilitate program curriculum; effective communication and customer-oriented focus; ability to relate well to diverse customers; proficiency in Microsoft Office; strong time management skills.
- Demonstrated experience in developing community relationships.
- Good character, integrity, ability to adapt, enthusiasm, a sense of humor, patience and self-control.
- Manage a flexible work schedule that includes evenings and weekends.
- College courses in education or equivalent experience.
- Minimum of 2 years of experience working with youth, delivering programs for youth and understanding program progression and support of a girl-centric environment.
- Background check required.
- Personal vehicle, valid driver's license and current insurance.

### Specific Responsibilities

- Engaging new Girl Scout members by facilitating short-term Girl Scout Troop experiences with girls and adults as well as identifying and converting leaders for the Troop.
- Traveling to and from events and programs. This position requires frequent travel.
- Assisting in achieving the council's membership and retention goals for girls and adults by development, coordinating and delivering quality events and curricula as driven by market needs.
- Supporting outreach programs by facilitating programs, maintaining relationships with sites, and developing new sites.
- Assisting in scheduling and planning membership, outreach, and program events.
- Developing and managing related budgets, including ongoing reporting, monitoring, and analyzing of program participation, revenue, and expense.
- Interpreting the Girl Scout Leadership Experience philosophy and the council's policies.
- Working closely with other departments to fill temporary vacancies and absences as well as supporting departments in their busiest quarters to ensure consistent Girl Scout experiences for all members.

- Ensuring 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

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