Job Title: Girl Scout Outreach & Program Specialist
Department: Membership Development & Support
Reports To: Chief Girl Experience Officer
Location: Depends on geographic assignment
FLSA Status: Full Time, Exempt
Reviewed By:

Position Summary
Girl Scouts Heart of the South builds girls of courage, confidence, and character, who make the world a better place and provides training and support to the adult volunteers who guide them. We are passionate about girl and adult leadership development and want individuals who are confident, energetic, self-starters who love communicating and connecting with people on our team. You must be driven and be able to work in a fast-paced environment, excel when given a challenge, and adjust well to change. You must be an excellent communicator with a desire to positively impact the lives of girls and the ability to enthusiastically share the Girl Scout story.

The Girl Scout Outreach & Program Specialist must facilitate strong, relevant, well-executed outcomes-based programs that assist in membership extension, membership retention and developing girls’ leadership skills. Provide leadership and direction in the delivery of the Girl Scout Leadership program to girl members and volunteers in specific interest-based areas. Cultivate community partnerships and volunteer relationships. Promote Girl Scouts Heart of the South through council-sponsored events and activities. Advance the Girl Scouts Heart of the South’s commitment to diversity through council-wide events and programs.

Essential Duties and Responsibilities
- Develop, facilitate, coordinate, and assist in Girl Scout program implementation on the council and local level and in partnership with schools, churches, and other youth serving organizations for the purpose of building character, developing skills, and growing girl leadership potential.
- Provide Girl Scout direct service programming through Community Troop initiatives
- Maintain current knowledge about troop activities, girl interests, and the needs of the unserved/underserved populations
- Implement innovative plan for community Troop program delivery
- Maintains the necessary records and reports of programs, events, and activities for monthly management and yearly analysis.
- Assist in STEM-based program for the council in the Possibility Place.
- Cultivate the development of program enrichment opportunities in designated areas.
- Increase knowledge, awareness, and support of Girl Scouting by participating in community activities and initiatives and by seeking out and involving groups and individuals who share our commitment to helping girls lead with courage, confidence, and character
- Facilitate and coordinate weekly or monthly programs at schools, churches, or community centers for the purpose of increasing membership and developing girl leadership.
Qualifications/Requirements

- Good oral and written communications skills
- Ability to plan and implement a multifaceted workload with minimum supervision and to work as a member of a departmental team
- Excellent organizational and time management skills
- Work flexible schedule, including some evenings and weekends
- Willingness to learn, subscribe to, and promote the Girl Scout philosophy
- Ability to learn, understand, apply, interpret, and promote the Girl Scout Leadership Experience, policies, standards, and organizational structures
- Ability to relate to and foster the contributions of people from diverse backgrounds
- Must provide own transportation
- Travel within the Council’s jurisdiction is required.

Education and Experience

- Bachelor’s degree or related experience in child/youth development, program planning and implementation, and experiential education

- **LANGUAGE SKILLS:** Spanish is a plus, but not a requirement.

The minimum salary for this position is $37,000 annually.


**NOTE:** This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required.

*Girl Scouts Heart of the South is an Equal Opportunity/Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age, disability, veteran status, or any other legally protected status under local, state, or federal law.*