

Job Title:	Membership/Outreach Specialist	Reports To:	Membership Team Leader
Department/Group:	Membership/Outreach	Travel Required:	Up to 50%
Location:	MI – Kalamazoo	Status:	Full-time
Level/Salary Range:	To be determined	Date Posted:	October 20, 2016

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Fax: (269)492-1439

E-mail: hr@gshom.org

Subject Line: Membership/Outreach Specialist – Kalamazoo

Attention: HR Department

Website: <http://www.gshom.org/about/whoweare/employment.html>

MAIL:

HR Department
Girl Scouts Heart of Michigan
601 W Maple
Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

Actively works to develop and increase girl and adult membership, promote the image of Girl Scouting in the community, increase visibility of Girl Scouting and broaden the base for community support. Serves as the primary point of contact for external audiences in assigned geographic region with a focus on recruitment of members, identification of Community Outreach partners and program partners. This individual will use their expertise of the assigned geographic territory to strategically identify prospects, make effective presentations and grow our membership and base of support. Responsible for the development, extension, management, and continuance of the Outreach Program within the assigned geographic location.

ESSENTIAL FUNCTIONS

- Position will oversee outreach in Kalamazoo and Battle Creek and membership in Comstock.
- Office will be located in the Kalamazoo Regional Center.
- Hire, train, supervise, evaluate, and schedule part-time program facilitators. Prepare and conduct program facilitator meetings.
- Obtain and maintain First Aid and CPR certification.
- Act as a positive role model for children and program facilitators.
- Results driven to meet and exceed membership goals.
- Create and manage the annual program budget. Meet all budget goals.
- Design, implement, and evaluate program curricula, activities, and trips based on the GSUSA National Program Portfolio. Coordinate curriculum with school personnel to ensure program supports learning objectives and is aligning with the Girl Scout Leadership Experience.
- Help Fund Development to identify funding needs and assist in seeking out the funding and following through the grant process from start to finish.
- Ensure an annual outdoor experience for program participants. Support and promote girl/troop attendance at camp.
- Promote Girl Scouting in the community in order to enhance the role and image of GSHOM, increase visibility, and attract new girl and adult members.
- Function as a positive and cooperative member of the Membership and Program Team and Heart of Michigan staff, sharing resources and expertise.
- Work with school administration, teachers, and community partners to increase girl participation within Girl Scouts, developing new ways of serving girls, especially underserved girls.

- Monitor, prepare, and ensure the timely delivery of funding reports and requests related to the designated Outreach program. Potentially act as a liaison to the designated funding agencies on behalf of GSHOM.
- Seek parental support/volunteer involvement in all aspects of the Outreach program. Provide opportunities for parental input and participation in all program activities.
- Support efforts for program sustainability by participating in annual fundraisers and all other events as assigned.
- Participate in activities within the community to further the understanding and advancement of Girl Scouting.
- Assist with development and implementation of recruitment, retention, and recognition strategies for girls and adult members in all segments of the population based on research and analysis of community demographics and needs.
- Supervise volunteers to deliver Girl Scout programs to adults and girls within assigned jurisdiction.
- Provide active support for the council plan of action by serving as recruitment and staff support for fund raising and Product Sales Program in designated area(s).
- Work within the assigned geographic area to assure the delivery of support service to the Area Management Team and all volunteers.
- Participate and assist Team Leader with the development and implementation of council action plans, budgets, and support the ongoing management systems of the council.
- Flexible schedule, including working many evening hours and weekends.
- Public speaking at meetings with community organizations and volunteers.
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served
- Willing to become a member of Girl Scouts annually.
- Other duties as assigned.

COMPETENCIES

- Customer Service Focused
- Personal Effectiveness/Credibility
- Leadership
- Collaboration Skills
- Results Driven
- Communication Proficiency
- Technical Capacity
- Flexibility

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience in a related field.
- Minimum of three years' experience with non-profits and/or youth service organization preferred
- Sales experience preferred
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred
- Past supervisory experience helpful
- Leadership experience
- Experience preferred with grant process

WORK SCHEDULE

- Offices are open Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work many evenings and weekends

TRAVEL

Must have own transportation and the ability to travel within the jurisdiction. Frequent travel within the council to various meeting locations with staff and volunteers. Travel is primarily during the business day and evening hours.

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Able to lift and/or manipulate up to 25 pounds.

SUPERVISORY RESPONSIBILITY

This position oversees temporary, part-time Outreach Program Facilitators.

BENEFITS

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____