girl scouts
heart of michigan

Job Title:	Outreach Specialist	**Reports To:**	Outreach Team Leader
Department/Group:	Outreach	**Job Code/ Req#:**	70340
Location:	MI – Kalamazoo	**Travel Required:**	Yes
Level/Salary Range:	To be determined	**Position Type:**	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	August 16, 2013
Will Train Applicant(s):	Yes	**Posting Expires:**	September 2, 2013

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

FAX, EMAIL, WEBSITE:	**MAIL:**
(269)492-1439 or hr@gshom.org Subject Line: Outreach Specialist - Kalamazoo Attention: HR Department Website: http://www.gshom.org/about/employment.html	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION OVERVIEW

Responsible for the development, extension, management, and continuance of the Outreach Program within the assigned geographic location.

ROLE AND RESPONSIBILITIES

- 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.
- Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of race, color, creed, religion, national origin, age, sex, gender identity, sexual orientation and expression, disability, marital status, height, weight or any other characteristic protected by law.
- 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.
- Seek additional program funding through council product sales, community in-kind support, and other avenues as opportunities arise. Solicit community donations as appropriate.
- 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.
- Work with school administration, teachers, and community partners to increase girl participation within Girl Scouts, developing new ways of serving girls, especially underserved girls.

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- 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.
- Participate in the development and implementation of council action plans, and support the ongoing management systems of the council.
- 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.
- Other duties as assigned.

EDUCATION

- Qualifications preferred include prior experience with non-profit and/or youth service organizations. Bachelor's Degree from an accredited college or university or equivalent is required.

KNOWLEDGE/SKILLS/ABILITIES

- Skills preferred include knowledge or experience in recruiting and motivating volunteers
- Excellent verbal and written communication skills
- Must have own transportation, the ability to travel within the jurisdiction
- Work within a flexible schedule; will work evening and weekend hours
- Passionate about working with diverse populations
- Experience preferred with grant process
- Basic and accurate computer skills in Microsoft Office including the ability to manipulate data and create spreadsheets
- Flexible and team-oriented
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds

BENEFITS

- Medical
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 403(b)
- Vacation
- Sick
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.