

Job Title:	Program Specialist	Reports To:	Program Manager
Department/Group:	Program	Job Code/ Req#:	70300
Location:	MI – Kalamazoo	Travel Required:	Yes
Level/Salary Range:	To be determined	Position Type:	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	September 24, 2013
Will Train Applicant(s):	Yes	Posting Expires:	October 15, 2013

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

FAX, EMAIL, WEBSITE:

(269)492-1439 or hr@gshom.org
 Subject Line: Program Specialist – Kalamazoo
 Attention: HR Department
 Website: <http://www.gshom.org/about/employment.html>

MAIL:

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

Job Description

POSITION OVERVIEW

Responsible for the extension and continuance of quality program and camp experiences within the assigned geographic location.

ROLE AND RESPONSIBILITIES

1. Working with Program Department, will help to increase girl participation in programming and assist running programs.
2. Participate in activities within the community to further the understanding and advancement of Girl Scouting.
3. Oversee and run Kalamazoo day camps throughout the year.
4. Provide active support for the council plan of action serving as recruitment and staff support for Product Sales Program in designated areas.
5. Coordinate, develop, and cultivate collaborative relationships with local facilities/organizations to offer high quality programs of interest to girls that meet council goals and objectives.
6. Coordinate planning, organizing, facilitating, implementing, and working closely with research and evaluation team, evaluate girl program activities for a specified region.
7. Develop and implement progressive girl programming.
8. Involve girls in the planning and implementation of programming activities.
9. Plan, coordinate and collaborate with other departments to meet mutual priorities.
10. Assist with the preparation of annual budget projections for programs/activities and monitor budgets.
11. Oversee the regional implementation of leadership programs.
12. Will work with membership department to implement recruitment and retention strategies.
13. 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.
14. Other duties as assigned.

EDUCATION

- Bachelor's degree or equivalent experience in a related field.

KNOWLEDGE/SKILLS/ABILITIES

- Prior non-profit experience preferred.
- Must possess excellent oral and written communication skills to work in team environment.
- Phone and customer service skills are a must.
- Strong human relations and problem solving skills.
- Demonstrated ability to organize and direct complex work assignments.
- Able to create and carry out multi-faceted plans.
- Ability to plan, organize and supervise the implementation of complex projects simultaneously.
- Have own transportation and the ability to travel within the jurisdiction.
- Computer literacy and technical knowledge of computer software programs such as Microsoft Office Suite.
- Willing to become a member of GSUSA.
- Knowledge of the Girl Scout program preferred.
- Occasionally lift and/or move up to 50 pounds.

WORK WEEK

- Will work within a flexible schedule
- Evening and weekend hours are a must

BENEFITS

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

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.