

<b>Job Title:</b>	Recruitment Specialist	<b>Reports To:</b>	Membership Team Leader
<b>Department/Group:</b>	Membership	<b>Job Code/ Req#:</b>	74350
<b>Location:</b>	MI – Kalamazoo	<b>Travel Required:</b>	Yes, up to 75%
<b>Level/Salary Range:</b>	To be determined	<b>Position Type:</b>	Full-time, Exempt
<b>HR Contact:</b>	Ashleigh Crisp Hobart	<b>Date posted:</b>	October 10, 2013
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	October 23, 2013

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

<p><b>FAX OR E-MAIL:</b> (269)492-1439 or <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Subject Line:</b> Recruitment Specialist - Kalamazoo <b>Attention:</b> HR Department <b>Website:</b> <a href="http://www.gshom.org/about/employment.html">http://www.gshom.org/about/employment.html</a></p>	<p><b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008</p>
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**Job Description**

**POSITION SUMMARY**

Recruitment Specialist will work with Membership team and community volunteers to recruit and place adults to meet area membership goals.

**ROLE AND RESPONSIBILITIES**

- Increase adult membership by developing new and enhancing existing community partnerships as well as working with volunteers to develop and implement recruitment plans
- Establish a recruitment plan for each assigned geographic area to create a specific plan of action to achieve monthly membership goals
- Work in partnership with Membership Specialists to identify gaps in service within geographic area and develop and execute a plan to ensure that our membership is reflective of the community in which we live
- Contact, establish and maintain positive relationships, as well as present to, community organizations including schools, churches, community centers, etc. for the purpose of recruiting adult volunteers
- Participate in activities within the community to further the understanding and advancement of Girl Scouting
- Function as a positive and cooperative member of the Membership Team and Heart of Michigan staff, sharing resources and expertise
- Provide active support for council events, programs and product programs
- Learn and utilize creative recruitment methods for approaching potential volunteers
- Possess or be willing to gain knowledge of the demographics, community resources, community networks and potential membership in the area
- Serve as a positive example for girls and adults by modeling reliability, respect for others, inclusiveness and a positive attitude
- Potentially partner with Membership department to deliver the Girl Scout program to under-served communities

- Frequent travel within the council to various meeting locations with staff, volunteers and community
- Will work many evening and weekend hours every week
- Other duties as assigned

#### **EDUCATION**

- Bachelor's degree in related field preferred or experience commensurate with degree, preferably three years of related experience

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Accepts the principles and beliefs of Girl Scouts of the USA (GSUSA) and Girl Scouts Heart of Michigan (GSHOM)
- Become a registered member of GSUSA
- Must have own transportation, the ability to travel within the jurisdiction
- Able to work in the evenings and on weekends
- Flexible and team oriented
- Ability to work with adults and respect their individual differences
- Excellent verbal and written communication skills
- Ability to analyze, plan and evaluate
- 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
- Ability to organize, direct and motivate individuals and groups
- Possess good verbal and written communication skills, including strong public speaking skills
- Able to lift and/or manipulate up to 25 pounds

#### **BENEFITS**

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

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.