

Job Title:	Recruitment Specialist	Reports To:	Membership Team Leader
Department/Group:	Membership	Job Code/ Req#:	70350
Location:	MI – Kalamazoo	Travel Required:	Yes, up to 75%
Level/Salary Range:	To be determined	Position Type:	Full-time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	December 18, 2014
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled

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

FAX: (269)492-1439

E-mail: hr@gshom.org

Subject Line: Recruitment 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

Recruitment Specialist will work with Membership team and community volunteers to recruit, train and place adults into volunteer positions in order to meet area membership goals. 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.

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.