



**POSITION TITLE: Community Outreach Program Coordinator**

**LOCATION: GSCSNJ/Remote**

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**POSITION CLASSIFICATION: Part Time Temporary – 20 hrs./wk.**

**MISSION:**

Accepts and implements the Girl Scout Mission to build girls of courage, confidence and character who make the world a better place. Agrees to pledge and uphold the Girl Scout Promise and Law.

**CUSTOMER IMPACT STATEMENT:** The Community Outreach Program Coordinator reports directly to and works closely with the Community Outreach Specialist. She/he retains, and increases girl/adult membership for assigned demographic groups through exceptional program delivery ensuring that the Girl Scout Leadership Experience is accessible to all girls and qualified adults.

**PRIMARY ACCOUNTABILITIES (may include, but not limited to):**

<b>Accountability</b>	<b>Responsibilities/Objectives</b>
Ensures the effective delivery of the Girl Scout program in assigned area(s).	<ol style="list-style-type: none"> <li>1. Implement innovative recruitment and retention programs that are relevant to intended audience.</li> <li>2. Determine the need for additional organizational support by assessing needs of program participants.</li> <li>3. Recruit, qualified adult volunteers in assigned areas.</li> </ol>
Support successful completion of all assigned grant funded program opportunities	<ol style="list-style-type: none"> <li>1. Deliver all assigned grant funded programs.</li> <li>2. Participate in the collection and of data internally and externally to support council planning activities.</li> </ol>
Ensure all program participants have continuous access to opportunities and support.	<ol style="list-style-type: none"> <li>1. Work collaboratively Community Outreach staff.</li> <li>2. Provide customer care and follow-up with parents as requested; identify the need for and provide problem solving and conflict resolution when appropriate and in a timely manner.</li> </ol>
Encourage and actively promote a pluralistic environment	<ol style="list-style-type: none"> <li>1. Ensure the Girl Scout program is open to all girls and qualified adults, by delivering the Girl Scout message of pluralism and diversity to members of the Council and external community.</li> </ol>

**Other Duties (general that apply to all):**

- Other duties as assigned to support Council business

## **QUALIFICATIONS:**

### **Education:**

High School Diploma or GED

### **Experience:**

Demonstrated experience and ability working with girls of various ages, and abilities

### **Skills:**

Outstanding oral and written communication skills; expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying.

Ability to read, interpret and manage financial data and information

Self-Management and Self Assurance - willingly accepts constructive feedback; seeks developmental opportunities; sets and achieves goals; works independently.

Interpersonal Relations - establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; has demonstrated ability to market the Girl Scout value proposition through a variety of communication venues including in person, phone, and online.

Proficient technical computer skills in Microsoft Office including Word, Excel, and Outlook and customer relationship management systems.

### **Physical Qualifications:**

Ability to lift 30 pounds

### **Other:**

Register as a member of GSUSA

Successfully complete Background Check

Complete GSCSNJ Leadership Training Courses

Ability to work a flexible schedule and provide own transportation for travel within the council jurisdiction

