



POSITION TITLE: Girl Program Delivery Specialist – Life Skills

LOCATION: GSCSNJ Service Center

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 Girl Program Delivery Specialist is responsible for providing fun, relevant, and sustainable Girl Scout leadership experiences to girl members, and supports troop leaders as they provide an engaging troop experience. She/he builds and sustains members through effective recruitment and retention strategies involving Life Skills Girl Programs and program partners. The Girl Program Delivery Specialist reports directly to the Supervisor, Girl Program Delivery.

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

Accountability	Responsibilities/Objectives
Supports the council’s membership and retention goals for girls.	<ol style="list-style-type: none"> 1. Plans, delivers, markets, and implements relevant Girl Scout Leadership Experience through resources, program events, program series, etc. 2. Ensures volunteers/troop leaders are receiving the support they need to continue to deliver Girl Scout program through training and engagement opportunities. (i.e. Retention)
Program Delivery/Resource Development	<ol style="list-style-type: none"> 1. Assists in achieving the council’s membership and retention goals for girls by development, coordination and delivery of quality girl events and programs, and additional resources as driven by market needs. 2. Develops and maintains program partnerships and collaborations to provide support and experiences for troops/girl members. 3. Recruits, trains and manages volunteers for the effective delivery of program. 4. Prepares and coordinates program plans (including grant programs) to ensure adherence to approved budget plan.

Other Duties :

- Performs other duties as assigned.

QUALIFICATIONS

Education: Bachelor's degree (B.A.) or relevant work/volunteer experience.

Experience: Demonstrate ability to work with girls. Girl Scout experience preferred.

SKILLS:

- Interpersonal Relations - establishes rapport with others at all organizational levels.
- Self-management and Self Assurance – assesses own skills and abilities and Identifies areas for improvement; willingly accepts constructive feedback; Seeks developmental opportunities; works independently
- Customer Responsiveness - follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- Oral and Written Communication abilities - expresses ideas and facts in a clear and understandable manner; demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls
- Project Management - formulates short- and long-term project goals, objectives, schedules, and priorities in line with council goals.

Other:

- Position requires evenings and weekend work
- The job requires driving 50% of the time
- Ability to work flexible schedule and provide own transportation for travel within the council jurisdiction.

Typical Physical Demands:

- Lifting up to 25 pounds of paper or equipment.
- Manual dexterity to operate computer keyboard, calculator, copier machine etc.
- Eyesight correctable to 20/20 to read numbers, reports, and computer terminals.
- Hearing within normal range.

Girl Program Delivery Specialist – Life Skills
Critical Success Factors

1. Complete all required training for this position as outlined in new hire onboarding procedures
2. Fully utilize the VTK for Journey/badge requirements to access all GSLE requirements and be able to demonstrate how to use the VTK to volunteers.
 - a. Complete knowledge of the GSLE to be able to create and implement girl program.
 - b. Exhibit the ability to adapt program plans based on feedback from girls and volunteers.
 - c. Exhibit knowledge of GSLE to be a subject matter expert on life skills pillar.
3. Continue to develop and execute new and existing life skills opportunities.
 - a. Create programs for girls across Council to give them further exposure to Life Skills.
 - b. Evaluate current programs to execute relevant girl programs to optimize attendance.
 - c. Create and implement customized programs for each levels of Girl Scouts.
 - d. Create and implement programs for leaders to train them in facilitating Journeys
 - e. Create programs in a box
 - f. Take lead on GIRL STRONG JUBILEE (Healthy Living Summit)
 - g. Exhibit skills to engage Program Partners to form mutually beneficial relationships to offer girl programs.
4. Utilize a cookbook for daily activities to assess time management and to monitor progress to goals.
 - a. Measure performance against goals and adjust daily activities when standards are not being met.
 - b. Plan events for an 85% utilization rate.
5. Ensure programs planned are within budget guidelines for events.