

## **GIRL SCOUTS- DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS JOB DESCRIPTION**

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**Position Title:** Membership Recruitment Specialist  
**Reports to:** Membership Director  
**Salary Range:** \$24,000-\$26,000 annually

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### **Position Summary**

The Membership Recruitment Specialist is a Team Leader responsible for orchestrating effective recruitment strategies in within a determined region. This position will work with other Membership staff and volunteers develop, retain, and increase adult volunteer leadership in assigned geographic region. Also provides ongoing support to volunteers; assists in developing and implementing plans for membership extension in all markets; represents and extends Girl Scouting in the community through presentations, collaborative efforts, and networking; and ensures the Girl Scout Program is visible and accessible within assigned geographic region.

### **Key Responsibilities**

- Develops adult recruitment strategies and models to increase Girl Scout membership.
- Works collaboratively with membership recruitment team to implement effective strategies for recruitment of adult volunteers girl members during primary recruitment seasons.
- Recruit volunteers to work with girls in a variety of settings using traditional and non-traditional means.
- Develops and administers effective special short-term programs focused on recruitment of girls.
- Provides information and interpretation of council and GSUSA policies and program to reinforce the role of Girl Scouting
- Recruits, trains, and provides on-going support, supervision, and direction to administrative volunteers in assigned geographic areas by interpreting GSUSA and council policies, standards, and procedures, and by ensuring the availability of support services to enable volunteers to carry out their jobs effectively.
- Encourages and supports Service Units and volunteers in their areas
- Establishes and maintains contact with community organizations and educational institutions to deliver Girl Scouting to underserved girls and adults.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council and the community.
- Works closely with the Membership Director to develop and administer membership team operating plan an budget to achieve the council's objectives.
- Effectively identifies, analyzes, and solves problems, and successfully handles conflict resolution in assigned areas.
- Provides support to council fund development function
- Other duties as necessary and when assigned

### **Position Qualifications:**

- Bachelor's Degree in related field preferred
- Minimum 3 years experience in related position
- Demonstrated ability in team management
- Excellent written and verbal communication skills

- Subscribes to the principles of the Girl Scout Movement
- Strong human relations skills
- Unequivocal commitment to pluralism
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
- Creativity in problem solving, self motivated, highly organized
- Have ability to work well with people of diverse backgrounds
- Excellent written and verbal communication skills
- Skills in curriculum development and group leadership skills
- Willingness to work a flexible schedule, including some nights and weekends
- Knowledge of Girl Scout Program Emphasis and Delivery Systems
- Valid Drivers License
- Flexibility and a good sense of humor