

GIRL SCOUTS of VIRGINIA SKYLINE COUNCIL
POSITION DESCRIPTION

TITLE: Community Initiatives Specialist - Martinsville; Part-Time
PURPOSE: Deliver Girl Scout program to girls in urban housing communities and other underserved areas. Deliver Girl Scout program in schools before, during, and/or after school.

MAJOR JOB RESPONSIBILITIES:

- Maintain contact with designated after school programs in underserved neighborhoods to ensure continuation and growth Girl Scout troops/groups, and deliver Girl Scout program
- Coordinate field trips for assigned troops/groups, including participation in organized Girl Scout events and product sales in assigned areas.
- Maintain contact with designated housing communities and underserved neighborhoods to ensure continuation and growth of Girl Scout troops/groups.
- Contact parents/guardians to recruit girls and secure the necessary signed permission forms for participation.
- Contact schools or other youth program sites as directed to establish in-school, before or after school Girl Scouting.
- Coordinate and turn in member/troop registrations in a timely manner.
- Plan and assist with delivery of daily and weekly meetings for assigned group/troops.
- Maintain progress reporting on girls in assigned groups/troops.
- Coordinate collection of all informational materials, surveys, etc. for outcome- based measurements and to meet council's monitoring and reporting requirements.
- Maintain statistical data and support the council's monitoring reports.
- Recruit and train volunteers to support troops/groups.
- Supervise outreach programs that are planned and delivered by volunteers.
- Perform other duties as assigned.

ESSENTIAL REQUIREMENTS:

- Ability to give and receive information by telephone and in person.
- Ability to clearly communicate verbally and in writing with volunteers, supervisors, and girls in English.
- Ability to lift and transport up to forty (40) lbs.
- Ability to accommodate a flexible work schedule (evenings and weekends as required.)
- Ability to travel independently to various locations within council jurisdiction and provide own transportation to and from assigned work areas.
- Ability to attend and participate in meetings/trainings and to provide program in varied indoor and outdoor environments.
- Knowledge of or willingness to learn Girl Scout programming.
- Ability to plan and organize work.
- Ability to work independently, with minimal supervision.
- Understanding and acceptance of the Girl Scout beliefs and principles.

QUALIFICATIONS:

- Minimum of one year work experience with youth and diverse populations.
- Minimum one year leadership experience in a school, work, or volunteer organization setting.

FLSA CLASSIFICATION: Non-exempt, part-time, temporary (based on receipt of annual grant funding)

For more information email HR@gsvsc.org
or phone Beth Clark at 540-777-5100, x115

Please send resumes to Human Resources, GSVSC, 3663 Peters Creek Road,
NW, Roanoke, VA 24019; or fax to Beth Clark at 540-777-1151