



Girl Scouts of the Desert Southwest Open Position Postings

The Girl Scouts of the Desert Southwest is currently accepting applications for the following position. For more information please see Patti Gonzalez, Human Resources & Technology Director pgonzalez@gsdsw.org.

Membership Manager ISS

This position is open until filled.

Job Title: Membership Manager
Department: Member Services
Salary Range: \$27,000 - \$32,000 – Full-Time

FLSA Status: Exempt
**Reports to: Membership/Volunteer
Services Director**

Position Summary: This position is accountable for the comprehensive development, extension, and retention of girl and adult membership in the school system. She/he recruits, trains and supervises volunteers, who will assist in program delivery and provides needed services for girls in an assigned geographic area.

Position Responsibilities

- Provide input on market data on demographics, membership trends, and other available information to aid in the design of membership strategies.
- Implement a comprehensive plan for girl and adult membership growth and retention, to ensure that Girl Scouting is available to all segments of the population within assigned geographic area.
- Visit school administrators, counselors, teachers and agency partners to ensure program goals are met.
- Facilitate and evaluate recruitment programs, training workshops, and developmental opportunities to support the needs of the community and ensure the extension of Girl Scouting to all girls and adults in assigned geographic area.
- Assist in the collection of data related to the effectiveness of the Girl Scout program and desired outcome measures, ensuring that delivery systems reflect the identified needs and interests of girls and adult volunteers.
- Provide direction and supervision to operational volunteers in the development and implementation of a plan of work for assigned geographic areas to ensure compliance with the council and Girl Scouts of the USA's philosophy, policies, and procedures.
- Integrate the work of the program unit to ensure consistent interpretation and delivery of the Girl Scout programs.
- Establish and maintain contacts with community organizations and educational institutions to market Girl Scouting and to organize collaborative programs and/or financial contributions.
- Assist in the oversight of the single-entry system to ensure consistency in volunteer entry, orientation, appointment, development, oversight, and evaluation of council adult volunteers.
- Analyze, assess and implement volunteer staff structure, patterns and needs to ensure service unit and troop business is handled effectively and timely.
- Maintain clear and positive written and verbal communication with all internal and external sources.
- Resolve conflicts and provide advice, counsel, and information.

- Maintain records, prepare reports, and confer regularly with Membership and Volunteer Services Director, Sr. Membership Managers, and COO.
- Perform other special assignments as delegated by the Membership and Volunteer Services Director, Sr. Membership Manager, COO or CEO.

Job Qualifications

- Bachelor's degree or professional work experience in a related field.
- Experience with direct service in program/volunteer services or project management.
- Demonstrated skills in volunteer management.
- Strong evidence of organizational skills.
- Proficiency with Microsoft applications.
- Knowledge and experience in membership extension and retention.
- Ability to work well with volunteers, both management and governance and to resolve conflicts.
- Ability to conduct statistical and analytical research.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Understanding of voluntary not-for-profit agencies and their roles in providing service in a community.
- Skills in public speaking.
- Willingness to work flexible schedule including evenings and weekends.
- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.
- Ability to motivate volunteers and promote teamwork.
- Ability to identify organizations, business and individuals who are potential collaborators, donors or grant sources.
- Bilingual preferred.
- Membership in GSUSA.
- Maintain throughout employment a valid TX or NM driver's license and insured vehicle in good working order. Must provide proof of insurance.
- Other duties as assigned.

Physical Requirements:

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50 lbs.
- Capable of viewing computer monitor for long periods.

Environmental Demands:

- Continuous indoor activity and exposure to florescent light.
- Frequent exposure to computer, video, and other copier emissions.
- Some outdoor activities and exposure to weather.

Other Working Conditions:

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Frequent work under stress and under pressure deadlines with overlapping projects.
- Continuous ability to work well with others.

Important Note:

The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of responsibilities.

Job descriptions are subject to change at the discretion of the Girl Scout Council.

Girl Scouts of the Desert Southwest is an EOE Employer.