

JOB DESCRIPTION

TITLE: Girl Experience Specialist

DEPARTMENT: Mission Delivery

REPORTS TO: Director of Girl Experience

Classification/FLSA Status: Regular, Full-time, Non-exempt

LOCATION: Odessa, TX

POSITION SUMMARY: Responsible for planning, implementation, and evaluation of programmatic offerings while working directly with youth in various settings including schools, community organizations, and Girl Scout specific events. Works collaboratively with members of the Program team as well as cross-functionally with other departments to ensure achievement of the goals of the council.

Essential Duties & Responsibilities

1. With the support of the Director of Girl Experience and Director of Volunteer Experience to create an annual needs-based, data driven comprehensive outreach and recruitment plan with measurable goals.
2. Design, develop and implement innovative programs to reach underserved, unserved, underrepresented populations.
3. Serves as the primary contact for outreach sites within a given geographic area.
4. Supports program and fund development via basic grant management and reporting.
5. Create community awareness and Girl Scout visibility through community involvement and engagement (i.e., youth coalitions, inter-agency meeting... as appropriate).
6. Stay up to date with trends among youth to remain relevant and reactive to best serve girls.
7. Develop and modify outcomes based on intentional curriculum as needed.
8. Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
9. Performs other duties as necessary or assigned.

Education and Experience:

1. Directly related work or volunteer experience in formal or non-formal educational or program settings.
2. Strong interpersonal, written, and oral communication skills, including public speaking.
3. Proficient in Microsoft Office including Word, spreadsheets, Outlook. Experience with database programs preferred.
4. Demonstrated ability to work as part of a team, multi-task, meet deadlines, take initiative, and maintain confidentiality.
5. Mindful of diversity, equity, inclusion, and access in actions and attitude.
6. Bilingual Spanish speaking preferred.

Required Skills/Abilities:

1. Ability to work a flexible schedule including evenings and weekends.
2. Travel throughout assigned area 70% of the time.
3. Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance, and meet the council insurance company's requirements for coverage.

NOTE: Company vehicles available at times. If use of personal vehicle, mileage will be reimbursed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to work a flexible schedule, occasional evenings and weekend work may be required as job duties demand.
- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give and receive information by telephone and in person.
- Ability to give presentations in front of large groups.
- Ability to lift and stack cases of cookies, operate a hand truck, bending and twisting related to cookie storage and movement.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Other demands, as determined by the council.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job functions primarily out of a designated Council office location which provides a professional workspace in an open concept office environment. Off-site work may be required and will take place at leased warehouse, community locations including schools, churches, office buildings, parks, camp site and other settings as needed.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background and motor vehicle record check are required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

GIRL SCOUT CORE COMPETENCIES

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches others with a service mindset, offers humility, and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.

- **Possibility Thinking** – staff members approach challenges with curiosity, show enthusiasm, explore alternatives before acting, take on challenging tasks and see opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting, staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distribute decision making, promote honest communication and passionate debate, and maintain personal integrity.

ACCEPTANCE OF JOB DESCRIPTION:

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by _____
Employee Signature

Date

 Print Name