



TITLE: Seasonal Recruitment Specialist (Part-time)

REPORTS TO: Engagement Director

FLSA Status: Part Time (Regular), Non-Exempt

JOB SUMMARY

The Seasonal Recruitment Specialist is responsible for reaching the assigned membership goals in a specific area through the execution of an approved recruitment plan. They partner closely with the community entities through presentations, collaborative efforts, and networking resulting in an extension of the Girl Scout Leadership Experience (GSLE), with a focus on new troop startups. The Seasonal Recruitment Specialist is a part-time, temporary, position.

AVAILABILITY: Works a variable schedule averaging 20 hours per week. Schedule will include some weeknights and Saturdays.

ANTICIPATED ASSIGNMENT DURATION: October 2022 through December 2022, includes one week of paid training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represent the Girl Scout brand through consistent professional presence and communication methods.
- Generate and cultivate leads of potential members.
- Schedule opportunities to engage the community for recruitment purposes.
- Set up recruitment tables at on-site and off-site community events.
- Present virtual and/or in-person presentations outlining the benefits of Girl Scouting to potential girl members and adult volunteers at schools, places of faith, community centers, afterschool programs, etc. by using established scripts as base presentation.
- Register girl members and adult volunteers as new Girl Scout members, including assisting new members through registration process and background check.
- Manage post event membership conversion using GSDSW guidelines.
- Manage recruitment supplies and inventory materials.
- Interface regularly with potential members on the phone, online and/or in-person.
- Grow new troops comprising of at least two volunteers and five Girl Scouts.
- Support all new troops through initial formation, onboarding, and training.
- Document all member contact interactions in our database.
- Regularly provide status reports to Director of Engagement.
- Maintain confidentiality on behalf of the Girl Scout organization.
- Willingness and ability to work a flexible schedule with irregular hours, including evenings and weekends as required by position responsibilities.
- Must be able to work both in an office setting and independently off-site.
- Perform other related duties as requested to meet the organizational goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- High School diploma/GED equivalent **and** two (2) years' experience in sales, recruitment, marketing or non-profit organization.
- Proficiency in the use of Microsoft Windows and Office Software; experience using Salesforce a plus.
- Ability and willingness to develop relationships with customers.
- Excellent communication and interpersonal skills – oral and written.
- Ability to adapt well to changing circumstances, direction, and strategy.
- Demonstrate a commitment and ability to interact with diverse populations.
- Demonstrate ability to handle sensitive information; ability to manage conflict resolution
- Experience in Girl Scouts preferred

B. Certificates, Licenses, Registrations

- Valid Driver's License, automobile insurance, and regular access to a reliable vehicle
- Be or become a registered member of the Girls Scouts of the United States of America

C. Language Skills

- Excellent, effective English language abilities, both oral and written.
- Bilingual Spanish skills a plus.

D. Reasoning Ability

- Demonstrated reasoning ability, to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines
- Proven capability to work in a collaborative, service-focused environment
- Demonstrably strong analytical skills, as well as problem-solving and conflict management capabilities.

E. 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.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard
- Ability to give and receive information by telephone and in person
- Ability to sit upright for extended periods of time.
- Ability to stand or walk 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 10 pounds and occasionally lift and/or move up to 25 pounds.
- 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.
- Other duties, 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 is frequently required and will take place at community locations including schools, churches, office buildings, parks, and other settings as needed.

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.
- Continuous ability to work well with others.

Equipment and Mileage

- Mileage to and from recruitment events with standard commute deduction

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



Revised: 9.19.22