

Girl Scouts of Citrus

Job Posting

Position Title: Membership Recruitment Staff Member (Part-Time Seasonal)	Location: Citrus Council
Department: Membership	Position Reports to: Director of Membership

Position Summary:

This position develops, retains and increases girl/adult membership in the assigned geographic and/or demographic area, recruits and provides on-going support to volunteers, and assists in developing and implementing plans for membership extension in all markets under the guidance of the team manager and the Membership Recruitment Director. These positions represent and extend Girl Scouting in the community through presentations, collaborative efforts, and networking while ensuring the Girl Scout Leadership Experience is accessible within the assigned area or demographic group. **Please note: This is a part-time seasonal role offered from July, 17- September 28, 2017.**

Essential Functions:

- Increases girl and adult membership and adult volunteers in the assigned area of the council while ensuring Girl Scouting is open to all girls and adults by delivering the message of pluralism and diversity through proactive recruitment and retention strategy.
- Extends Girl Scouting through school presentations in classrooms targeting the girl audience and during evening presentation targeting an adult audience.
- Participates in the development and implementation plans for membership extension through the work of administrative volunteers while providing supervision, support and direction to those administrative volunteers by interpreting GSUSA and council policies, standards and procedures to assure volunteer effectiveness.
- Raises public awareness on issues related to girls.
- Must use personal vehicle for daily travel (mileage reimbursed) and have the ability to work from your home (w/GSCC provided equipment).

This job description is not intended to be all inclusive and does not constitute a contract.

Qualifications & Education:

- Experience working with children.
- Valid driver's license, use of a personal vehicle with proof of current vehicle insurance.
- Knowledge of Microsoft Office Suite and data bases.
- Knowledge of organization tools and skills in using them.
- Skills in research, setting goals, maintaining documentation,
- Skills in verbal and written communication.
- Skills in customer service and business management.
- Skills in public speaking, designing presentations, and use of presentation equipment.
- Ability to train and supervise volunteers.
- Ability to participate as a positive team member.
- Ability to work a flexible schedule including frequent night and weekends and attend various recruitment meetings.
- Ability to network, lead group meetings, and motivate staff and volunteers.
- Ability to lift and carry up to 25 lbs., stand for long periods of time and help physically set up meeting spaces as required.
- Ability to understand the importance of volunteer diversity and its role in the volunteer recruitment process.

Preferred:

- Bi-lingual (Spanish & English).

The successfully chosen candidate is preferred to reside within or reside within close proximity (travel-wise) to the county in which they are being selected and assigned to work. The actual job functions and/or knowledge, skills and abilities may be updated at any time.

Interested and qualified candidates are required to submit a **complete application submission packet** (application, resume, previous job references and verification of education) in person to 341 N. Mills Avenue, Orlando, FL 32803 or via email to: KRamirez@citrus-gs.org. Only those applicants who provide a complete application packet will be considered.

Preference is given to those interested and qualified candidates who are bi-lingual (English and Spanish speaking).

The application packet will be sent to Kristin Ramirez via email at: KRamirez@Citrus-gs.org or in person to: Kristin Ramirez, Girl Scouts of Citrus, 341 North Mills Avenue, Orlando, FL 32083.

Employment reference checks and successful background screening are required. EEO/DFW