



## Membership Development Specialist

**REPORTS TO:** Member Services Coordinator

### **POSITION SUMMARY:**

The Membership Development Specialist extends and retains the girl and adult membership within assigned areas of the GSNEO jurisdiction. She/he supervises and guides the service of adult volunteer teams to support the extension and retention of girl and adult members. Under the direction of the Member Services Coordinator and supported by other staff within this operating unit, the Membership Development Specialist develops and implements plans for membership extension to all markets within assigned areas. She/he represents Girl Scouts in the community and extends Girl Scout membership through a variety of delivery systems, including traditional and contemporary offerings. The Membership Development Specialist manages adult volunteers to ensure that services and support to girl and adult members are fully implemented.

### **MAJOR ACCOUNTABILITIES:**

Implement girl and adult membership retention, recruitment and development strategies.

Ensure appropriate program resources and volunteer support for delivery of programming to girls.

Serve as primary support for Girl Scout activities in various communities.

Achieve membership recruitment, retention and development goals.

Recruit, select, place, train, supervise, and evaluate qualified program delivery volunteers.

Develop girl and adult membership through program events, activities, and other outreach strategies.

Report regularly on progress and completion of work and revise strategies as directed.

Ensure availability of supporting program, secure and manage a strong volunteer corps.

Participate in the development, monitoring and administration of membership budget.

Ensure that diversity and pluralism are embraced and incorporated into the work of the council.

Knowledge of handbooks, guidelines, Safety-Wise, ACA standards, policies, Girl Scout Mission/Plan of Work.

Uphold council Customer Service philosophy and strive to ensure superior service.

Other duties as assigned to promote the successful implementation of GSNEO's goals/objectives.

Bi-lingual (Spanish) desired but not required.

**SKILLS AND QUALIFICATIONS:**

Bachelor's degree and/or a combination of experience in management and working with girls and adults.

Commitment to the aims and purposes of the Girl Scout movement.

Excellent oral and written communications skills.

Ability to work with volunteers and community contacts from diverse backgrounds and to build effective volunteer leadership teams.

Ability to organize work priorities, information and people

Ability to effectively manage multiple priorities, meet deadlines and produce results.

Ability to work a flexible schedule including nights and weekends.

**ADDITIONAL:**

Membership in Girl Scouts of the USA (GSUSA)

Ability to work flexible work week, including early hours, evenings and weekends

Working knowledge of Microsoft Office software

Required to travel throughout the GSNEO jurisdiction

Valid driver's license and proof of insurance

Daily access to dependable transportation

Must occasionally lift and/or move up to 25 pounds; drive a car.

**TO APPLY:**

For consideration, please mail resume and cover letter to Human Resources, GSNEO, One Girl Scout Way, Macedonia OH 44056-2156 or email to [hr@gsneo.org](mailto:hr@gsneo.org).