

Program Specialist

REPORTS TO: Member Service Coordinator; Program Manager; Director of Programs and Adult Training

POSITION SUMMARY:

The Program Specialist is responsible to direct programs, events, outdoor programs and implement GSUSA program models within an assigned regional service area. The incumbent ensures that all programs and events support the program plan of Girl Scouts of North East Ohio. Under the direction of the Member Services Coordinator and/or Program Manager and supported by other staff within this operating unit, this Specialist ensures that services and support are integrated throughout the GSNEO assigned regional area.

MAJOR ACCOUNTABILITIES:

Participates in planning and implementing Girl Scouting leadership development programs for a particular focus area across the council's geographic area

Researches urban and rural alternative facilities to house programs that target diverse under-served and/or not served areas of GSNEO within an assigned regional area.

Plans and implements Girl Scout programs to maximize community visibility and support fund development

Works closely with program team to ensure integrated GSNEO services throughout an assigned regional area.

Helps other Program Specialists implement all programs held within the assigned service area (places, volunteers, etc.)

Ensures program evaluations of all programs within the assigned focus area are conducted

Helps Program Manager develop, implement, and report out on grants for programs within the assigned focus area.

Helps with the implementation of volunteer driven day camps during the summer

Participates in the development of the membership budget for the Regional Service Center and provides monitoring and administration.

Develops and plans activities to be included in the yearly program activity calendar.

Works closely with Communications staff to develop programming materials

Staffs and supports the work of Regional Service Center program volunteers.

Assists in recruiting volunteers to develop and implement programs.

Oversees volunteers that implement council-programming.

Delivers programs in community venues including in and out of school time as needed.

Ensures that diversity and pluralism is embraced and incorporated into the work of the council.

Upholds the council Customer Service policy and strives to ensure that all GSNEO customers receive superior service.

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

Ensures the maintenance of high standards of leadership, program activities, health and safety standards and practices are met, as well as GSUSA, ACA, federal, state and local laws regarding programs.

SKILLS AND QUALIFICATIONS:

Bachelor's degree, advanced degree preferred and/or a combination of work related experience

Record of successfully developing and managing programs and staff at multiple sites

Leadership

Program Development

Program Evaluation

Contract Management

Strong Written and Verbal Communication

Budget Administration

Team Building

Volunteer Relationships

Volunteer Management

Networking

ADDITIONAL:

Apply for maintain membership in Girl Scouts of the USA (GSUSA)

Must have the ability to work flexible work week, including early hours, evenings and weekends

Working knowledge of Microsoft Office, Word, Excel and Power Point

May be required to assist in supporting other GSNEO Regional Service Centers

Will require 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.