



GIRL SCOUTS OF NORTH EAST OHIO

Volunteer Recruitment Specialist

Reports To: Adult Volunteer Manager

POSITION SUMMARY:

The Volunteer Recruitment Specialist provides educational opportunities for Girl Scout adult volunteers and staff that promote knowledge of the Girl Scout program, job skills and personal development within an assigned area. Under the direction of the Member Services Coordinator and/or Adult Volunteer Manager and supported by other staff within this operating unit, this specialist works to promote the value of training that meets the needs of adult volunteers throughout the community.

<u>ESSENTIAL FUNCTIONS</u>	<u>PERCENTAGE OF TIME SPENT</u>
<p>Leadership Development Academy Project Management</p> <ul style="list-style-type: none">• Coordinates academy training sessions to include: location, speakers, meals, program supplies, etc.• Leads selection committee in the selection of adult fellows of the program• Assists in the required reporting for grant funding and program improvement• Manages budget over course of 3 year initiative• Serves as the point of contact for the fellows, consultants, and GSNEO staff• Assists with the development of the core curriculum for the year-long institute and recommends enhancements to the program in successive years• Ensures that project progresses on a suitable timeline for all stakeholders• Matches the skills and interests of Leadership Development Academy fellows to volunteer opportunities available at GSNEO	55%

<p>Volunteer Intake</p> <ul style="list-style-type: none"> • Assists in the development of volunteer intake processes at GSNEO by working to establish standardized procedures to include: screening, placement, evaluation, reappointment/release, etc. • Create and update volunteer position descriptions and promote volunteer opportunities throughout council • Manages volunteer postings on GSNEO and other volunteer recruitment websites • Creates needed marketing materials independently and/or in coordination with Marketing and Communications to promote volunteer openings • Develop toolkits for other staff to use to assist them in on the spot recruitment • Coordinates council-wide recruitment events and attends events where there is potential to recruit volunteers 	<p>35%</p>
<p style="text-align: center;"><u>ADDITIONAL RESPONSIBILITIES</u></p>	<p style="text-align: center;"><u>PERCENTAGE OF TIME SPENT</u></p>
<ul style="list-style-type: none"> • Collaborates with program department in supporting volunteers with the implementation and oversight of volunteer-driven and council-sponsored day camps in assigned areas. • Maintains accurate training records in accordance with GSUSA guidelines. • Remains available to staff and supports the work of Regional Service Center adult volunteers and trainers. • Ensures that diversity and pluralism is embraced and incorporated into the work of the council. • Maintains knowledge of GSUSA handbooks, guidelines, <u>Safety-Wise</u>, ACA standards and council policies, as well as Girl Scout Mission and Council Plan of Work. • Upholds the council Customer Service philosophy 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. 	<p>10%</p>

SKILLS AND QUALIFICATIONS:

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

Leadership	Project Evaluation	Networking
Volunteer Relationships	Project Management	Facilitation
Volunteer Management	Budget Administration	
Curriculum Development	Adult Training Background	
Strong Verbal and Written Communication		

ADDITIONAL:

- Apply for and 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

PHYSICAL ASPECTS OF THE JOB:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to activities which occur both inside/outside. The individual is regularly required to talk and walk.

The individual must occasionally lift and/or move up to 25 pounds; drive a car.

The above statements reflect the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

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.