



POSITION TITLE: Youth Coordinator

REPORTS TO: Regional Director of Membership and Volunteer Support

FLSA STATUS: Non-Exempt, Full-Time

POSITION SUMMARY

The Youth Coordinator is responsible for administering, planning, implementing, evaluating, and delivering Girl Scout program to girls in hard-to-reach areas to meet goals specified for region and the council.

ACCOUNTABILITIES

- Deliver Girl Scout program to girls that meets the goals of a specified region and the council.
- Coordinate with program site location to confirm scheduling dates and time.
- Collaborate with the Regional Director of Membership to implement, develop, plan, and facilitate program for girls based on their interest, the available resources and program goals.
- Collaborate with Regional Director of Membership, youth coordinator staff and volunteers to implement, coordinate, facilitate and integrate program activities.
- Train youth coordinator staff members on data bases, procedures and facilitating program.
- Collect required membership registration materials for each girl participant.
- Collect required documentation to facilitate girl programming at specified location.
- Utilize a data base to verify membership registrations.
- Identify and utilize diverse delivery methods to achieve program delivery outcomes.
- Keep accurate records of programs delivered, girl attendance, and product sales participation.
- Uses council resources, evaluate the effectiveness of programs by surveying girls, site personnel and site directors.
- Ensure diversity and pluralism are embraced and incorporated in the work of the council.
- Perform other duties as assigned.

Direct Delivery Assistant

QUALIFICATIONS AND EDUCATION

- Models' behavior consistent with the Girl Scout Mission, Promise and Law.
- Associate Degree preferred.
- Minimum of 2 years of experience working directly with children in grades K-8.
- Demonstrated ability to plan, organize and implement program activities.
- Ability to work positively and supportively with girls ages 5-17.
- Ability to work flexible, evening and weekend schedules as needed.
- Valid driver's license, use of a personal vehicle and proof of current insurance.
- Membership in the Girl Scout Movement.

PHYSICAL REQUIREMENTS

- Walking, standing, bending, stooping, reaching and moderate lifting (up to 30 pounds).
- Must be able to sit at a workstation and/or a computer screen for up to 2 hours at a time.
- Occasional exposure to seasonal weather conditions.

Employee Role in Fund Development and Membership

You are required to have an active role in the council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to, or member of, the council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

Employee Printed Name

Employee Signature

Date