girl scouts
heart of michigan

Job Title:	Adult Recruitment and Education Specialist	**Reports To:**	Membership Team Leader
Department/Group:	Adult Recruitment and Education/Membership	**Job Code/ Req#:**	72360
Location:	MI- Saginaw	**Travel Required:**	Yes
Level/Salary Range:	To be determined	**Position Type:**	Full-time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date Posted:**	July 21, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Until Filled

To apply please include a cover letter, resume, or employment application. Applications accepted by:

FAX, EMAIL OR WEBSITE:	**MAIL:**
Fax: (269)492-1439 **Email:** hr@gshom.org **Subject Line:** Adult Recruitment and Education Specialist- Saginaw **Attention:** HR Department **Website:** http://www.gshom.org/about/employment.html	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

The Adult Recruitment and Education Specialist is accountable for assisting with the development and implementation of recruitment, retention and recognition strategies for adult members in all segments of the population based on research and analysis of community demographics and needs.

ROLE AND RESPONSIBILITIES

1. Office will be based at Saginaw Regional Center.
2. Increase girl and adult membership by identifying and training an appropriate number of volunteers to facilitate Girl Scout programs.
3. Supervise volunteers to deliver Girl Scout programs to adults and girls within assigned jurisdiction.
4. Working with team, assists in setting membership goals and cultivate volunteers to meet those goals.
5. Develop and coordinate role-specific learning opportunities and resources that effectively prepare volunteers for their assigned roles within the council.
6. Provide active support for the council plan of action by serving as recruitment and staff support for fund raising and Product Sales Program in designated area(s).
7. Interpret and promote Girl Scouting in the community in order to enhance the role and image of Girl Scouting, increase visibility, and attract new girl and new adult members.
8. Support and promote girl/troop attendance at resident and day camps.
9. Develop learning opportunities and resources for volunteers, using creative and innovative methods, while employing the use of available technologies.
10. Recruit, develop, and manage volunteer facilitators to provide learning opportunities for the various roles within the council.
11. Public speaking at meetings with community organizations and volunteers.
12. Participate in activities within the community to further the understanding and advancement of

girl scouts heart of michigan

Girl Scouting.

13. Working in partnership with membership, program and adult education, assure that the single entry system effectively places volunteers in all aspects of council operations.
14. Represent the council at speaking engagements for appropriate community functions and events. Serve as liaison to key individuals or groups on behalf of the Girl Scout council in recruiting volunteers.
15. Collaborate with Membership Specialists on recruitment strategy and techniques to achieve adult membership goals.
16. Participate and assist Team Leader with the development and implementation of council action plans, budgets, and support the ongoing management systems of the council.
17. Support the council product programs, Family Partnership Campaign and other assigned fund development efforts.
18. Other duties as assigned.

EDUCATION

- Bachelor's degree or equivalent experience in a related field

KNOWLEDGE/SKILLS/ABILITIES

- Minimum of three years' experience with non-profits and/or youth service organization
- Must have own transportation and the ability to travel within the jurisdiction
- Past supervisory experience helpful
- Experience with adult education and learning
- Work within a flexible schedule; will work evening and weekend hours
- Leadership experience
- Excellent oral and written communication skills with public speaking skills/experience preferred
- Exceptional and accurate computer skills in Microsoft Office including the ability to manipulate data and create spreadsheets
- Flexible and team-oriented
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served
- Ability to motivate volunteers and build team cross-regionally
- Demonstrated ability to create and carry out multi-faceted plans
- Extensive experience with volunteer organizations with knowledge of Girl Scouting preferred
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds

BENEFITS

- Medical
- Dental
- Vision
- Life

- Short/Long Term Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.