



Job Title:	Membership Specialist	Reports To:	Chief Membership Officer
Department/Group:	Membership	Travel Required:	Up to 50%
Location:	MI – Saginaw	FLSA Status:	Non - Exempt
Level/Salary Range:	To be determined	Status:	Full-time
Prepared By:		Date Posted:	8/26/2019

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

Fax: (269)492-1439 E-mail: hr@gshom.org Subject Line: Membership Specialist – Saginaw Attention: HR Department Website: http://www.gshom.org/about/howeare/employment.html	MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008
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Job Description

POSITION SUMMARY

Actively works to develop and increase girl and adult membership, promote the image of Girl Scouting in the community, increase visibility of Girl Scouting and broaden the base for community support. Serves as the primary point of contact for external audiences in assigned geographic region with a focus on recruitment of members, identification of Community Outreach partners and program partners. This individual will use their expertise of the assigned geographic territory to strategically identify prospects, make effective presentations and grow our membership and base of support.

ROLE AND RESPONSIBILITIES

1. Position will oversee membership in Bay County, Huron, Tuscola and parts of Saginaw Counties.
2. Office will be located in the Saginaw Regional Center.
3. Assist with development and implementation of recruitment, retention, and recognition strategies for girls and adult members in all segments of the population based on research and analysis of community demographics and needs.
4. Supervise volunteers to deliver Girl Scout programs to adults and girls within assigned jurisdiction.
5. Working with team, assists in setting membership goals and cultivate volunteers to meet those goals.
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, foster interest in troop sponsorship, increase visibility, and attract new girl and adult members.
8. Function as a positive and cooperative member of the Membership and Program Team and Heart of Michigan staff, sharing resources and expertise.
9. Work with school administration, teachers, and community partners to increase girl participation within Girl Scouts, developing new ways of serving girls, especially underserved girls.
10. Support and promote girl/troop attendance at overnight and day camps.
11. Solicit community donations as appropriate. Support the council fundraising goals.
12. Work within the assigned area to assure the delivery of support service to the Area Management Team and all volunteers.
13. Participate and assist Team Leader with the development and implementation of council action plans, budgets, and support the ongoing management systems of the council.
14. Flexible schedule, including evening hours and weekends.

15. Public speaking at meetings with community organizations and volunteers.
16. Participate in activities within the community to further the understanding and advancement of Girl Scouting.
17. Frequent travel within the council to various meeting locations with staff and volunteers.
18. Other duties as assigned.

COMPETENCIES

- Customer Service Focused
- Personal Effectiveness/Credibility
- Leadership
- Collaboration Skills
- Communication Proficiency
- Flexibility

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience in a related field.
- Minimum of three years' experience with non-profits and/or youth service organization
- Past supervisory experience helpful
- Leadership experience

KNOWLEDGE/SKILLS/ABILITIES

- Must have own transportation and the ability to travel within the jurisdiction
- Work within a flexible schedule; will work evening and weekend hours
- 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
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds

WORK SCHEDULE

- Offices are open Monday through Friday 8 a.m. to 5 p.m.
- Position will work a variable schedule
- Position requires candidates to work many evenings and weekends

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

BENEFITS

- Medical, Dental, Vision
- Life and Disability
- Flexible Spending Account
- 403(b)
- Vacation, Sick, Holiday Pay

Note: Nothing in this job description restricts the right of management to assign or reassign duties and responsibilities to this job at any time.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.