

**GIRL SCOUT COUNCIL**  
**Girl Scouts of Citrus Council**

<b>Position Title: Membership and Community Development Specialist, Lake County</b>
<b>Department: Membership</b>
<b>Position reports to: Team Manager, Membership</b>
<b>Effective: February 2012</b>

**Position Summary**

Under the guidance of the Team Manager and the Vice President of Membership, the Membership and Community Development Specialist develops, retains, and increases girl/adult membership in assigned area and/or for assigned demographic group(s); recruits and provides ongoing support to volunteers; assists in developing and implementing plans for membership extension in all markets; represents and extends Girl Scouting in the community through presentations, collaborative efforts, and networking; and ensures the Girl Scout Leadership Experience is accessible within assigned area or for specific demographic groups.

**Key Responsibilities**

- Researches market data and other pertinent information to become knowledgeable about external community needs and possibilities for girl recruitment in the assigned geographic area.
- Develops, retains, and increases girl and adult membership in the assigned area of the council.
- Participates in developing and implements plans for membership extension through the work of administrative volunteers; extends Girl Scouting in the community through presentations and networking.
- Assists in developing a proactive recruitment and retention strategy to increase adult volunteers who reflect the diversity of the area served.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to community groups, organizations, and other constituencies within the council's jurisdiction.
- Provides ongoing support, supervision, and direction to administrative volunteers in assigned geographic areas by interpreting GSUSA and council policies, standards, and procedures and by ensuring the availability of support services to enable volunteers to carry out their positions effectively.
- Assists in planning and designing, and implementing innovative approaches to ensure the effective delivery of membership services; determines room for additional support by assessing community needs.
- Participates in the development of new, sustainable, community-based programs and resources.
- Raises public awareness in the community on issues related to girls.
- Networks to build contacts, collaborations, and fund-raising in the community.
- Assists in the cultivation of community organizations to identify funding and volunteer recruitment opportunities, research community resources, identify possible program and service opportunities, and promote the image of Girl Scouting as a benefit to the community.

## **Qualifications:**

- College degree in administration, business, education, marketing, or other relevant field is required.
- A minimum of four years experience in progressively responsible positions that included a responsibility for providing customer-driven services or products. Experience in product marketing, customer support, business development or non-profit organization(s) is a plus.
- Knowledge of Microsoft Office products including Outlook, PowerPoint, Word, and Excel is required.
- Excellent communication, motivational, and customer-oriented skills are required.
- Team player with positive, proactive attitude on ensuring goals and timelines are met on a consistent basis.

## **Core Competencies:**

Interpersonal Relations

Teambuilding

Customer Responsiveness

Fostering Diversity

Adaptability

Organizational Knowledge

Leadership

Project Management

Volunteer Relations

Marketing Skill

This does not constitute a contract.

Equal Opportunity Employer