**Girl Scouts of Northern California – Alameda County**

**Membership Specialist**

- **Job Type:** Part-Time
- **Location:** Alameda County, CA
- **Date Updated:** February 5, 2015
- **Job Level:** Entry Level (less than 2 years)
- **Years of Experience:** Any
- **Starting Date:** February 16th, 2015
- **Salary:** $14.00 to $19.00 Hourly
- **Housing:** Not Provided

**Job Description:**

The Membership Specialist has the opportunity to grow Girl Scouting in underserved area in Alameda County by engaging parents and other potential volunteers to become troop leaders. The main function of the membership Specialist is to attend Girl Scout after-school programs at various schools/sites (K-5) and help start troops at these locations by recruiting volunteers and walking them through the process. The ideal candidate must be available to work afternoons (3-7pm) Monday - Friday and have the ability to communicate verbally in both Spanish and English. Salary is $14-$19 per hour plus mileage.

Starting Troops: Within the first few weeks, the Membership Specialist will attend current Girl Scout program and begin engaging with the girl participants and their parents. They will help lead hand-on Girl Scout activities and may attend a field trip, assist troops with the cookie booth sales and/or host family event. They will begin to identify Girl Scout volunteers in their assigned community and start cultivating them to become troop leader for the girls in the afterschool program.

Supporting new volunteers: The Membership Specialist will be act as a mentor to the new volunteers by walking them through Girl Scout registration and training as well as introducing them to other Girl Scout volunteers in the area. They will develop and maintain positive relationships with youth organizations, social organizations and schools to market Girl Scouts and to build collaborations.

Reporting & Administration: Collect and submit rosters and surveys. Organize and complete Girl Scout forms and reports in a timely manner. Attend training workshops and staff meetings as assigned. *May be assigned other related duties and responsibilities.

**Experience and Skills:**

**ESSENTIAL QUALIFICATIONS:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Knowledge of other cultures.
Ability to work under a prescribed plan without daily immediate supervision.
Professional written and verbal communications skills.
Ability to read/interpret documents such as safety rules and procedure manuals. Ability to speak effectively before groups and in one-on-one situations.
Ability to role model healthy and empowered decision making skills.
Ability to deal with difficult people situations and address/resolve conflict.
Must have access to reliable transportation to be able conduct classroom sessions as scheduled. This may mean that the incumbent will need to use a personal auto and possess a valid drivers’ license, registration and auto insurance. Ability to carry/transport program materials to and from schools is required.
Reliability - Ability to accurately report time worked/time sheet requirements as needed and to report to work on time and as scheduled.
Ability to lift and/or move up to 15 lbs.
Available to work part-time hours or as scheduled during the school year or course of the program
Ability to meet the Council, school or community site dress code and other standards.
Ability to meet the Girl Scouts background verification standards.

DESIRABLE QUALIFICATIONS:
Knowledge of Girl Scout philosophy, standards, program and systems.

To apply:
Go to https://girlscoutsnorcal.submit4jobs.com/index.cfm?fuseaction=85395.viewjobdetail&CID=85395&JID=184333 and please submit an application.