



**Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose.
Imagine yourself at Girl Scouts!**

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura. GSCCC encompasses some of the most beautiful and environmentally significant areas of the country. The council has a growing membership of 10,200 girls and 5,850 adults.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title: Program Coordinator (Part-Time)
FLSA Status: Non-Exempt
Department: Community Outreach
Reports to: Program and Community Outreach Director

General Summary:

The Program Coordinator is responsible for delivering the national Girl Scout Leadership Experience curriculum, and for customizing, enriching, and supplementing that curriculum, as needed, for different venues. The position is responsible for supporting recruiting, registering, engaging and retaining girl and adult members through weekly planned events and activities. The Program Coordinator plans for and participates in work involving cost analysis, quality specifications and outcomes assessment. The position directly reports to the Community Outreach Director. This position works independently and has a high degree of autonomy in developing and executing strategies to perform the duties above.

Essential Job Responsibilities:

- Must be able to engage with potential adult volunteers and youth.
- Assist in ensuring that all Outreach programs are aligned with the Girl Scout Leadership Experience (GSLE).
- Facilitate delivery of a weekly group of girls in participating Girl Scout program series and activities.
- Assist in recruiting girls and adults.

- Assist in registering all participants.
- Develop and maintain program attendance rosters.
- Support Outreach Programs as assigned which are volunteer-driven (Fun In The Sun [FITS], Soccer Program, Summer Day Camps, etc.).
- Assist in increasing access to Outreach program by increasing the number of girls serviced and expanding the types of program structures (i.e. Community troops and year-round programs).
- Ensure that all Girl Scout safety standards are achieved and consistent with GSUSA and GSCCC safety procedures as outlined in the council's policies and procedures.
- Be present and punctual for all scheduled shifts including weekends and holidays and remaining alert and attentive at all times during a shift.
- Serve as resource personnel and perform other duties as assigned by direct reporting manager.
- Other administrative duties as assigned.

Qualifications:

- High School graduate or equivalent.
- Proven work experience with adult volunteers and youth.
- Proven knowledge of preparing and facilitating programs to a group.
- Knowledge of recruitment process of youth and adults preferred.
- Knowledge of registration process and HIPAA regulations.
- Experience in entry-level project and time management.
- Experience in community engagement events preferred.
- Experience in public speaking and presentation preferred.

Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

Skill Set Requirements:

- Must be at least 18 years' old.
- Must be able to attend mandatory training and staff meetings as scheduled.
- Ability to maintain a professional appearance and demeanor.
- Ability to work more than assigned work schedule occasionally.
- Ability to work a flexible schedule, including evenings and weekends. Some overnight travel is required.
- Ability to sit and work on a computer display for extended periods.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for an extended period.
- Ability to lift, push and/or pull up to 30 pounds.
- Ability to stand, bend, walk or squat for an extended period.
- Knowledgeable of planning and conducting programs focused on specific needs of young girls.
- Ability to manage to make continuous business changes and improvements, and document.
- Ability to be a motivator, resourceful self-starter, and detail-oriented
- Adaptability to solve problems in a tactful and diplomatic manner.
- Adaptability to being an enthusiastic, professional and self-motivating, with a 'can-do' attitude' team player.
- Adaptability to be an ambassador to delivering the Girl Scout message and supports the diversity of the members of the Council and any new and existing funding opportunities.
- Adaptability of embracing the Girl Scout Promise and Law.
- Knowledgeable of planning, conducting, and working directly with youth.
- Knowledgeable of supporting a youth-serving organization that focuses on youth girl enrichment.
- Adaptability to be a Go-Getter, an Innovator, a Risk-Taker, and a Leader.
- Adaptability to subscribe to the philosophy of the Girl Scout program and maintain membership with the Girl Scouts USA.

Location:

- Ventura Headquarters, Ventura County
- Goleta, Santa Barbara County
- Castroville, Monterey County

To Apply:

If your experience matches the qualifications for this position, please send your resume and cover letter via email to **careers[at]girlscoutscoc[dot]org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **Program Coordinator (Part-Time) – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.