



Program Specialist

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!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

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 Counties.

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 Specialist
FLSA Status:	Non-Exempt
Revision Date:	January 2022
Department:	Program
Reports to:	Director of Mission Delivery

General Summary:

The Program Specialist is responsible for coordinating Girl Scout Leadership Experience (GSLE) program and is responsible for developing and delivering (directly or indirectly) activities that meet GSLE outcomes. They will develop program plans in support of the council's strategic business goals and makes recommendations regarding short and long-term program development and its delivery. They will collaborate with other staff, volunteers, and program partners to develop a comprehensive plan for program enrichment and delivery, membership growth and retention, and volunteer engagement and development.

Job Requirements:

- Ensure all girl offerings are consistent with GSUSA guidelines and incorporate the Girl Scout Leadership Experience outcomes and core program pillars: Science, Technology, Engineering, and Math (STEM), outdoor adventure, entrepreneurship, and life skills
- Ensure all program offerings align with DEI (Diversity, Equity, and Inclusion) standards by educating girls to a variety of cultures and ensuring that all Girl Scout programming is inclusive of race, religion, and socio-economic backgrounds.
- Work directly with program participants grades K-12 on a weekly basis.
- Lead in the successful execution of department goals, objectives, and systems.
- Train Program Volunteers to use standardized processes and best practices to ensure an effective and efficient program, including ordering/replenishment of supplies, logistics/inventory management, and payment processing.
- Provide on-going, data-driven analyses and recommendations to support decision-making (*e.g., program satisfaction, program needs/wants, etc.*) and continuous improvement in results. Incorporate historical data, data from other councils and data from other systems (*e.g., membership*) to enhance insights.
- Develop and implement evaluation and assessment methods that help improve girl and adult Girl Scout experiences.
- Build and maintain effective relationships with other councils. Communicate learnings from others for added insights and opportunities
- Define, track and report key metrics and develop program corrective actions as needed.
- Aid in reaching council revenue, girl participation and program output goals.
- Develop short-term and long-term strategies to maximize member participation in GSLE programming.
- Develop and implement innovative and relevant GSLE programs council-wide.
- Develop and implement programs that achieve planned girl outcomes and appeals to girls, parents, and volunteers.
- Coordinate implementation plans and work effectively with other departments, including, Training, Membership and MarComm, in order to execute and achieve positive results
- Keep abreast of trends and issues affecting girls and youth development.
- Assist as assigned with council events that are volunteer-led such as, but not limited to Camp Artemis, Camp Athena, Kaleidoscope, Brownie Olympics, etc.
- Attend Service Unit meetings as assigned.
- Provides customer support and follow-up as requested.
- Work with community vendors to ensure their performance meets Council's needs, ensuring their performance is in alignment with contractual agreements.
- Coordinate review and assessment of community vendors with contract expiration to ensure council is working with the preferred vendor for changing needs.
- Coordinate all logistical aspects of the program to ensure appropriate quantity and quality is available in the correct servicing region.

- Collaborate with Director of Program to review program financial results, establish annual budgets, project five-year targets, develop cash flow plans and incorporate appropriate internal controls for all programs
- Assist in reconciliation to financial reports and management of all inventories.
- Performs other duties as necessary or assigned.

Qualifications:

- Minimum of an Associate's degree with at least two years of directly related work experience required. Equivalent experience can be substituted for requisite educational requirements.
- Previous experience leading volunteers is preferred.
- Previous experience working with children is preferred.
- Required strong interpersonal, written, and oral communication skills, including public speaking.
- Proficient in word processing, spreadsheets, Microsoft Outlook.
- Valid driver's license, good driving record and reliable transportation. Travel is required and is almost entirely local in nature.
- Must be able to work a flexible schedule, including evenings and weekends.
- Demonstrated ability to work as part of a team, multi-task, meet deadlines, take initiative, and maintain confidentiality.

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!

Requirements:

- Weekends are mandatory
- Ability to occasionally work more than assigned work schedule.
- Ability to work a flexible schedule, including evenings and weekends. Some overnight travel is required.
- Ability to have daily access to reliable personal transportation for work.

- Ability to travel in a car as a driver or a passenger for long periods.
- Ability to lift, push or pull up to 25 lbs., including lifting that weight in and out of a vehicle truck and similar tasks.
- Ability to stand for extended periods of time, bend and squat, and to walk over rough ground.
- Ability to sit and work at a computer display for extended periods.
- Must successfully complete a criminal history background check.
- Maintain throughout employment a valid CA driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.

Location: San Luis Obispo

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutscoc.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 **[Title of the position] – [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.