



Site Director

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:	Site Director
FLSA Status:	Exempt
Revision Date:	March, 2023
Department:	General Management
Reports to:	Chief Executive Officer

General Summary:

The Site Director will be responsible for maintaining the coordination, implementation, and administration of all programs. The specific duties of the Site Director include program development and management, carrying forth prudent fiscal management, participation in staff development, and offsite collaborations. They will provide a safe, nurturing, and well-supervised program; be the liaison with parents, volunteers and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. In addition, the Site Director is responsible for the collection of program data, providing reports for contract compliance, and assisting with administrative support. A Site Director's ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our girls the stability and nurturing atmosphere they need to succeed. The Director is directly responsible for creating a positive, fun atmosphere and increasing membership base all while maintaining retention.

Job Requirements:

- Manages and coordinates the day-to-day operation of the GSCCC Program Center
- Communicates with the youth to understand program needs, resolves disputes and provides effective feedback when dealing with sensitive youth concerns.
- Establishes and maintains effective working relationships with community groups, local governmental agencies, staff, and individual citizens of the community.
- Plans, coordinates, promotes, develops, supervises, and evaluates a comprehensive program of recreation activities and services for all ages at the Program Center and other assigned facilities and programs.
- Assists with hiring, scheduling, training and evaluating assigned program staff.
- Coordinates logistics with various individuals and community groups for the use of the program center.
- Provides rental information, interpretation of procedures, and permit requirements; promotes use of the facilities with community groups and private individuals.
- May research, develop, and implement alternative funding sources such as grants, corporate sponsorships, support groups, donations and fund-raising activities.
- Interfaces with community services agencies providing assistance to community; meets with school, business, governmental and citizen officials to assure that programs and activities are meeting changing needs of community.
- Cooperatively develops comprehensive marketing strategies for program areas and prepares press releases and publications in English and Spanish pertaining to activities and classes at the program centers.
- Supervises the maintenance and repair of facilities, grounds, and equipment.
- Develops budget recommendations; implements and adheres to the adopted budget.
- Prepares and presents proposals and reports on activities and services.
- Supervises the collection and reporting of funds and the maintenance of all necessary records.
- Establishes and maintains effective working relationships with community groups, local governmental agencies, staff and individual citizens of the community.
- Recruits, directs, and monitors the work of volunteer assistants.
- Schedules, trains, and evaluates full-time, part-time staff.
- All other tasks as assigned.

Knowledge of:

- Principles and procedures for implementing and directing a wide variety of community services activities and the development of programs through community participation.
- Principles and practices of facility operations, budget preparation, maintenance and scheduling.
- Methods of organization and coordination of programs and events.
- Principles and techniques of effective supervision.
- Recreation facility use needs of the public and community groups.
- Policies and regulations governing facility use and financial processing.
- Community cultural needs.
- Principles and practices of organizing group activities.
- Public information programs, public relations, and promotional techniques.
- Facility maintenance needs and methods of processing supplies, equipment and services.
- Methods of dealing with difficult personnel issues when settling employee and youth related problems.

Ability to:

- Understand sensitive cultural and youth-related social problems.
- Provide creative leadership in organizing and directing programs.
- Coordinate a variety of groups and individuals using program Centers.
- Evaluate user groups and needs.
- Develop and implement marketing plans.
- Assist with the development/implementation and enforcement of policies governing the use of the assigned facility.
- Hire, train, supervise, evaluate and schedule assigned personnel and volunteers.
- Promote and publicize events.
- Develop and maintain administrative procedures, records and budgets • make presentations to Commissions, Boards, and community groups.
- Prepare clear and concise reports.
- Communicate clearly and concisely, orally and in writing, in **English and Spanish**.
- Deal tactfully and courteously with youth, the public, representatives of other agencies, and city staff.

Qualifications:

- Bachelor's degree or equivalent managerial experience.
- Experience in developing and implementing youth programs
- Proficient in Microsoft Office including Word, spreadsheets, Outlook. Experience with database systems, such as Salesforce, preferred.

- Ability to communicate concepts and ideas clearly and effectively to staff and volunteers. Demonstrated written and oral communication excellence.
- Strong organizational and interpersonal skills. Strong attention to detail, skilled communication, and team building skills
- Demonstrated knowledge of, or willingness to learn, Girl Scout programs, principles, and standards.
- Ability to work with and manage a diverse group of staff, volunteers, and vendors

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Leadership - Inspires and motivates others to perform well; Inspires respect and trust; Provides vision and inspiration to peers and subordinates; Displays passion and optimism; Mobilizes others to fulfill the vision.

Strategic Thinking - Develops strategies to achieve organizational goals; Analyzes market and competition; Adapts strategy to changing conditions.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

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:

- Bilingual/Spanish required.
- Ability to work a flexible schedule, including evenings, weekends, and some holidays, as required. Some overnight travel if 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.
- Maintain membership with the Girl Scouts of the USA.

Location(s):**To Apply:**

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing careers@girlscoutsccl.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.