



Senior Program Manager

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.

SUPERVISOR: Director of Program

LOCATION: Castroville, CA

DEPARTMENT: Program

FLSA STATUS: Full Time - Exempt

LAST UPDATED: 5/18/2021

POSITION SUMMARY: The Senior Program Manager is responsible for:

- working with council staff and volunteers to develop, implement and deliver girl program that meets the needs of girls, troops, and service units
- providing leadership and oversight of the Program team as they work to reach, serve, and support all girls within the council
- providing leadership in the development of innovative strategies and effective service for directing membership development in underserved and underrepresented areas of the council, and council programs.

The Senior Program Manager works in partnership with membership and volunteer services staff to develop a comprehensive plan for program enrichment and enhancement, membership growth and retention, and volunteer engagement and development.

Essential Duties & Responsibilities

1. Provides leadership and management to the Program team. Ensures the team complies with and supports the GSUSA philosophy and the council policies, procedures, standards and business practices. Provides clear and consistent accountabilities and direction to staff teams, ensuring that ongoing coaching, feedback, and staff development is managed, resulting in a high-functioning team.
2. Provides direction and guidance to staff in determining and developing innovative, exciting, relevant and inclusive programs throughout the Council
3. Analyze community needs, demographic data, and membership statistics. Design and implement innovative approaches to outreach recruitment and determine the need for additional council services in collaborative programs as appropriate to meet the needs of the council.
4. Establishes strategies for building collaborative relationships with community organizations, agencies and businesses to ensure support for the Girl Scout program efforts of the council within the communities we serve.
5. Develop and administer annual operating budgets to ensure quality services are provided. Work with fund development department to identify grant and funding opportunities; assist in grant application and evaluation process.
6. Ensure girl and adult safety through education and promotion of safe practices and consistent interpretation of GSUSA and GSCCC policies, standards, and procedures.
7. Support council functions through promotion of council-sponsored activities, meetings, and volunteer opportunities. Promote the Girl Scout culture of philanthropy by cultivating and building relationships with donors.
8. Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
9. Performs other duties as necessary or assigned.

Education and Experience:

1. Minimum of Bachelors degree with three to five years experience in developing and implementing youth programs and three years of managerial experience. Equivalent experience can be substituted for requisite educational requirements.
2. Strong interpersonal, written, and oral communication skills including public speaking skills required.
3. Proficient in Microsoft Office including Word, spreadsheets, Outlook. Experience with database systems, such as Salesforce, preferred.
4. Demonstrated ability to work as part of a team, multi-task, meet deadlines, take initiative, and maintain confidentiality.

Required Skills/Abilities:

- Must be bilingual (English & Spanish)
- Ability to work a flexible schedule including evenings and weekends.
- Travel throughout council jurisdiction up to 20% of the time.
- Capability to provide own transportation and maintain valid operator license.
- Strong problem-solving skills
- Results oriented, deadline driven, attention to detail
- Balance of creative and critical thinking – able to pivot and plan on the fly
- Contract and vendor management experience a plus
- Thinking outside the box and being innovative are a big plus
- Team player a must – willing to help others, give support and encouragement to girls, staff, and volunteers.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods standing and walking – including over rough ground.
- Operate office equipment manually.
- Must be able to lift and/or move up to 25 pounds at times.
- Must be able to travel in a car, as driver or passenger, for long periods.

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 and live by the following Guiding Principles:

- **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!

Location: Castroville

To Apply:

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