



## ***Girl Scouts of the Jersey Shore***

**Job Title:** Volunteer and Troop Support Director – Alternative Troop Delivery  
**Department:** Mission  
**Reports To:** Director of Community Engagement

### **Council Overview**

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 11,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

### **Position Summary:**

Oversees the management of girls who participate in Girl Scouts in non-traditional ways and ensures that these girls have the opportunity to participate in the Girl Scout Leadership Experience.

### **Essential Job Duties:**

- Promotes the Girl Scout mission and adheres to Girl Scout of the USA and Girl Scout of the Jersey Shore policies and guidelines
- Ensures the effective delivery of the Girl Scout Leadership Experience to all girls not participating in a troop (Juliettes and Alternative Delivery Program girls); uses girl/adult partnership techniques to ensure progression
- Communicates regularly with girls and parents/caregivers, highlighting Council activities and opportunities; facilitates clear and positive communication via email, social media, parent/caregiver meeting, newsletter, phone, etc.
- Works closely with the Program Department to determine location, day and time of meetings and activities
- Collaborates with the Recruitment Department to cultivate new troops/groups for girls not in troops and to identify potential troop/group leadership
- Works closely with Volunteer and Troop Support to ensure that girls are able to connect with their community and participate in local activities
- Provides excellent customer care and support, maintaining positive relationships with girls, parents/caregivers and all other stakeholders
- Facilitates participation of girls in Council product sales
- Encourages and supports girls in achieving desired goals
- Makes sure all monies are collected in timely manner and submitted to the Council
- Ensures that girls are able to utilize funds earned through product sales
- Supports efforts of sustainability such as grants, donations, etc
- Performs other duties as assigned

### **Skills & Qualifications:**

- A bachelor's degree and/or equivalent of five years' or more experience in sales, community organization, marketing and/or training
- Actively supports and promotes the council's commitment to excellent customer service
- Ability to accept guidance, direction and supervision
- Ability to translate your skills to other employees through training and mentoring

- Business technology expertise - strong user computer skills in Microsoft Office including Word, Excel, and Outlook. Must be able to learn, understand, and apply new technologies with ability to understand the basic data quality principles and practice
- Active Listening - ability to skillfully use a variety of questions and other active listening techniques to promote a robust discussion with members/customers and identify needs; listens to and comprehends what others are saying
- Adaptability & Flexibility - responds positively to change, embracing and using new practices or values to accomplish goals and solve problems; adapts approach, goals, and methods to achieve solutions and results in dynamic situations; copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change; recovers quickly from setbacks, and finds alternative ways to reach goals or targets
- Excellent Interpersonal Skills - establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others
- Oral and Written Communication abilities (i.e. In person, verbal, written); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff
- Problem-Solving - identifies and analyzes existing and potential problems systematically and thoroughly; reports/documents the problem; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; defines and implements solutions to problems
- Ability to pay attention to detail
- Experience with recruitment or closing sales
- Able to talk about Girl Scouts and convince potential members to join
- Familiarity with demographics and trends in coverage area
- Passion for Girl Scout Mission
- Ability to work under minimal supervision and take initiative in making decisions
- Ability to work on a team, relate and work well with others
- Self-starter, organized and able to prioritize work
- Ability to lift, carry and transport at least 35 pounds.
- Be a registered member of the Girl Scouts of the Jersey Shore
- Valid New Jersey vehicle license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across council geography
- An ability to work flexible schedule including evenings and weekends

## **COMPENSATION:**

- Full Time Exempt Management Level Position; competitive salary; benefit package included
- Please submit resume and cover letter to Brittney Jara, Human Resources, at [bjara@gsfun.org](mailto:bjara@gsfun.org)
- Responses are due by: September 15, 2021