



Girl Scouts of the Jersey Shore

Job Title: Director of Programs
Department: Program
Reports To: Chief Operating Officer

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:

The Director of Programs is responsible for all elements of the annual program plan including planning, budgeting, execution, and continuous improvement of signature events, on site programming, community program partnerships. Strategically leads the team in developing programming initiatives that will result in increasing membership retention. As the resident Girl Scout Leadership Experience expert the Director of Program is responsible for supporting troop, community/regional, and council programming that results in high quality high impact experiences.

Essential Job Duties:

- Develops program goals with Chief Operating Officer that support the budget and strategic plan and reports regularly on whether targets for expansion and retention are met; revises program strategies as needed
- Supervises program staff and volunteers with program development accountability
- Manages the Girl Scout Leadership Experience (GSLE) Committee and serves as the liaison between council programming and regional volunteers
- Creates and administers a structure for delivering program events and activities
- Plans and implements marketing strategies for events in conjunction with the MarComm team
- Works to ensure that the program is accessible to all girl populations, grades K-12
- Ensures orientation, coaching, performance evaluation and placement for program specialists
- Manages a strong program volunteer corps; ensures that an adequate number of volunteers is secured to support events through cultivation in new and existing market areas and securing the interest and support of adult members and community volunteers
- Works with Chief Operating Officer to contract for and/or coordinate the services of other functional staff (i.e. vendors) to support the needs of girls
- Ensures the development and maintenance of a communication system for keeping volunteers, girls and staff informed of Council and GSUSA program initiatives
- Ensures that council objectives are met for community collaborations
- Works with Fund Development department to continually market Girl Scout program in the community to key leaders, cultural and racial groups, institutions and business organizations
- Contributes to the growth of the racial and ethnic diversity of the Girl Scout program by actively supporting membership extension efforts and participation in events by all segments of the membership; acquires knowledge and understanding of affirmative action and exhibits a non-discriminatory attitude in all internal and external working relationships
- Uses mature judgement in analyzing and interpreting Council and GSUSA policies and standards and in managing and mediating sensitive situations

- Actively engages, directs and works with volunteer staff to reflect the interests, values and needs of persons of different racial, ethnic, cultural, religious, socio-economic groups and the disabled to extend Girl Scouting to achieve a pluralistic program
- Other duties as assigned

Skills & Qualifications:

- Bachelor's degree and/or equivalent of two years of administration or supervisory experience in a program, school or youth development setting
- Knowledge of Girl Scout philosophy, organization and program required
- Demonstrated ability in management and supervision
- Ability to analyze and assess community demographics and resources
- Ability to develop strategies to increase member satisfaction and retention
- Strong human relations and communication skills; confident, friendly, social, and outgoing
- Ability to develop and review curriculum based programing
- Ability a willingness to work in a team environment
- Demonstrated ability to main positive relations with people from a variety of backgrounds and to favorably represent an agency or organization, network and implement a successful cultivation program
- 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
- Ability to learn, understand, and apply tools in Salesforce
- Ability to organize and handle multiple tasks
- Have access to reliable transportation with insurance at required state level; travel between each of the service centers and camps in order to attend meetings and events will be required as needed
- Ability to work flexible hours, including nights and weekends, and to be highly motivated, personable, articulate and diplomatic
- Ability and interest to take on opportunities for continued professional development and trainings
- Open to receiving feedback and making ongoing programmatic adjustments
- Ability to prioritize multiple tasks, manage time and proactively solve problems
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission. Prior Girl Scout experience not required
- Ability to lift, carry and transport at least 35 pounds

Compensation:

- Full Time Exempt Management Level Position; competitive salary; benefit package included
- Please submit resume and cover letter to Brittney Jara, Human Resources Consultant at bjara@GSFun.org.
- Responses are due by: October 1, 2021