



Girl Scouts of the Jersey Shore

Job Title: STEAM Experience Manager
Department: Mission
Reports To: VP of Girl Experience

COUNCIL OVERVIEW

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 12,000 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 STEAM Manager leads the council's **Innovation Station** initiative and all related STEAM (Science, Technology, Engineering, Arts, and Mathematics) programming. This role develops and delivers innovative, girl-led programs that align with GSUSA pillars, MY26 council strategy, and community needs. The STEAM Manager oversees the mobile Innovation Station vehicle, ensuring its integration into every outreach program, monthly membership programs, and program-on-demand opportunities.

Essential Job Duties:

Program Leadership

- Develop, implement, and evaluate engaging STEAM programs that reflect current industry trends and the Girl Scout Leadership Experience.
- Maintain an annual program calendar ensuring the Innovation Station delivers:
 - At least once to every outreach program (vehicle present and staffed)
 - One general membership program per month
 - Program-on-demand opportunities available council-wide
- Collaborate with Program and Membership teams to integrate STEAM programming into recruitment and retention strategies.

Innovation Station Oversight

- Manage scheduling, operations, and maintenance of the Innovation Station vehicle in partnership with Property Department.
- Ensure safe transport, setup, and operation of mobile program equipment.
- Curate activities for quick, high-impact engagement at outreach events and in-depth learning at membership programs.

Partnership & Outreach

- Build partnerships with schools, community organizations, and STEAM industry leaders to expand program reach.
- Pursue grant and sponsorship opportunities to sustain STEAM programming and Innovation Station operations in partnership with Fund Development Department.
- Represent the council at STEAM-related community events and professional networks.

Volunteer & Staff Support

- Develop facilitator guides and training modules for staff to deliver Innovation Station programs.
- Provide coaching and mentorship to older Girl Scouts (Cadettes, Seniors, Ambassadors) to co-lead STEAM activities.
- Recognize and celebrate volunteer contributions to STEAM initiatives.

Equity & Impact

- Ensure programs are inclusive, accessible, and delivered across diverse communities with a focus on underserved populations.
- Collect data and prepare reports on participation, demographics, outcomes, and program impact.
- Contribute to MY26 benchmarks and council strategic goals.

Skills & Qualifications:

- Bachelor's degree in Education, STEM/STEAM field, or related discipline (Master's preferred).
- 3–5 years of experience in program development, STEAM education, or informal/out-of-school learning.
- Demonstrated ability to design and facilitate hands-on, inquiry-based learning experiences.
- Experience managing equipment, vehicles, or mobile labs a plus.
- Demonstrate leadership and guidance to team members
- Take initiative in solving problems
- Experience in supervising staff, interns and/or volunteers
- Ability to set and achieve measurable benchmarks
- Demonstrated the ability to coordinate multiple projects and deadlines
- Business technology expertise - strong user computer skills in Microsoft Office including Word, Excel, and Outlook. Strong social media skills and knowledge. Must be able to learn, understand, and apply new technologies with ability to understand the basic data quality principles and practice
- 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 speak to small and large groups
- 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
- Demonstrated skills in working effectively with people from a variety of backgrounds; bilingual in Spanish or Portuguese a plus
- Ability to lift, carry and transport at least 35 pounds.
- Willingness/Availability to work flexible schedule includes evenings, and weekends

COMPENSATION:

Full Time Exempt Management Level Position; competitive salary; benefit package included.