

## Program Coordinator, part-time temporary

**PURPOSE:** To create and deliver Girl Scout Program for assigned troops/groups and serve girls in identified underserved areas of Girl Scouts of West Central Florida jurisdiction. This includes serving as a role model and mentor while providing age level appropriate in-school, after-school, and summer program for girls, grades K – 12.

**REPORTS TO:** Outreach Management

The schedule includes working directly with girls Monday through Friday, and occasional weekends. Weekday mornings are spent working on program preparation and site communication. Afternoons are dedicated to direct program delivery at multiple sites. Sites are located throughout Polk County including but not limited to Lakeland, Mulberry, Bartow and Winter Haven. The primary funding for this position is provided by the United Way of Central Florida.

### **PRIMARY DUTIES:**

- Deliver the Girl Scout National Program Portfolio curriculum; enriches and supplements, as needed, to assigned grant-funded programs.
- Act in the capacity of Troop Leader at sites where adult volunteers are not available and delivers the developed curricula and activities to assure girls receive the full benefits of the Girl Scout Leadership Experience.
- Ensure that all girls participating in the programs offered by Girl Scouts of West Central Florida are registered with GSUSA.
- Collect all appropriate girl registration documentation.
- Organize and execute recruitment strategies for girls and adults such as lunch talks, parent meetings, and community events.
- Recruit and register girls in designated sites.
- Recruit, register and support adult volunteers.
- Ensure girl registrations are complete and accurate.
- Maintain clear and positive written and verbal communication with all staff, volunteers, parents, and interested parties.
- Conduct parent meetings and secure family interests, wherever possible.
- Develop new and enhance existing network with other leaders in the youth development field, local community organizations, and non-profit sector to identify new opportunities for innovative collaborations and programming.
- Organize and execute beginning and end of year ceremonies for girls in all troops.
- Assist in the planning of enrichment and encampment trips for girls.
- Ensure proper implementation of pre- and post-surveys to measure program quality.
- Performs special assignments and/or other duties as assigned by management.

**QUALIFICATIONS:**

- 2-4 year college degree majoring in Education, Social Work, or similar field preferred.
- Bi-lingual (English/Spanish) preferred.
- Experience observing or working with children in a learning environment.
- Strong awareness of societal influences on all girls, especially those living in high risk conditions.
- Knowledge of and willingness to continue education in girl behavior and societal patterns affecting girls.
- Must be flexible to change and willing to work in a diverse and energetic environment.
- Knowledge of or experience working with internal data collection methods or systems and using measurement tools to assess program participation.
- Ability to generate accurate and timely internal management reports and to respond to reporting requirements by funders.
- Ability to utilize creativity and flexible systems to initiate ideas and plans, make decisions and take appropriate action.
- Ability to recruit, work cooperatively with, and motivate adults from various social, economic, and ethnic backgrounds, both individually and in groups.
- Ability commit to a flexible time schedule, including evenings and weekends, and work effectively in varied venues.
- Automobile necessary, along with documentation of required automobile insurance and safe driving record.
- Knowledge and acceptance of the beliefs, policies, safety procedures, and principles of the Girl Scout movement; willing to register as a member of Girl Scouts of the USA.

**ACCOUNTABILITIES:**

- Actively supports and promotes the Council's and GSUSA's affirmative action plans and their commitment to diversity throughout the organization.
- Promotes the concept that funding of a Girl Scout council is an integral part of the Girl Scout program and relates to others the case for support.
- Build Trust and Relationships. We believe that personal accountability and ongoing effective communication are the keys to collective success.
- Act with Integrity. We realize that to be around for another 100 years effectively serving girls' needs, we must act with integrity at all times and treat everyone with respect.
- Employ the Best People. We value leadership, work ethic, customer service and ingenuity in our employees and work to attract, retain, and develop our talent.
- Create Energy. We believe that positive energy is contagious and that creativity flourishes when fun and new ideas are valued. GSWCF team members are encouraged to find fun and positivity in everything they do.

Polk County

- Radiate Passion. We know that Girl Scouts gives girls a better future. To work here, every staff member must believe this and project this passion unto others.
- Impress Our Customers. We are customer-focused. Delivering on our mission of girls is not possible without many helping hands. We work to build relationships and do everything and anything possible to deliver service that leaves a WOW impression.
- Drive Change. Girls are why we are here and girls' interests and needs change every day.
- Show Courage. We are courageous, just like our girls. We don't shy away from challenges and change and see these opportunities to strive to be better.
- Collaborate and Innovate. Ideas come from all levels; collaboration and innovation are essential to our collective success.
- Be Kind. We recognize best intentions and will be considerate and nice to others without recognition of reward or recognition.

Starting rate of pay: \$15.00 per hour

GSWCF is an equal opportunity employer