

Girls Scouts of Greater Los Angeles
POSITION DESCRIPTION

Position Title: Mission Delivery Program Specialist

Position Status: Exempt

Department: Mission Delivery – Program

Location: Various

Reports to: Mission Delivery Manager, Programs

Supervision: Mission Delivery Program Specialists, Camp Staff & Volunteers

POSITION SUMMARY

The Mission Delivery Program Specialist designs, coordinates, implements and evaluates various program activities for meeting council goals in Mission Delivery. Mission Delivery Program Specialists support and promote the overall Mission Delivery vision to council staff, volunteers and key stakeholders: “To grow and sustain membership through volunteer delivery of the Girl Scout Leadership Experience by using the National Program Portfolio”.

The Mission Delivery Program Specialist (MDPS) provides direct and immediate support to the GSGLA membership (both girls and adults) and direct supervision of Mission Delivery staff through program events and camp throughout the year. The MDPS offers assistance and guides leaders, other volunteers, families and girls through the required processes to become active and engaged members of the Council. The MDPS answers questions, acts as a council liaison, and directs all members to the resources they need to achieve our mission: building girls of courage, confidence and character who make the world a better place.

MAJOR ACCOUNTABILITIES – Mission Delivery

- Provide courteous, consistent, professional and knowledgeable customer service.
- Understand the major accountabilities by functional area within Mission Delivery and work collaboratively with the MDM Team to support enhance and promote Mission Delivery objectives and initiatives.
- Be prepared to provide critical information on all pathways, program focus areas and vital aspects of GSGLA’s mission delivery approach to Girl Scouting for girls and adults.
- Knowledgeable of GSGLA annual goals, priorities and Mission Delivery strategic priorities.
- Consistently demonstrates through job performance, team work and communications the Girl Scout Promise and Law.
- Understand and support GSGLA Employee, Member Services, Registration and Program policies and offerings, as well as GSUSA policies and standards.
- Interact positively, professionally and proactively with staff, girls and volunteers.
- Demonstrate commitment to the GSGLA organizational values of Integrity, Commitment to Excellence and Shared Accountability and guide staff to do same.

- Other duties as assigned.

FUNCTIONAL ACCOUNTABILITIES – Programs

1. The Program Specialist is responsible for the design, coordination, implementation, and evaluation of program activities, Series, events and camps to meet the needs of girls ages 5 to 18 from diverse communities and backgrounds.
2. Build awareness around the Girl Scout mission and expand membership.
3. Provide courteous, consistent, professional and knowledgeable customer service.
4. Provide timely and effective communication with Program Manager to ensure that program goals are met in alignment with the organizational strategic plan.
5. Supervise program staff when leading an event and directly supervise seasonal camp staff and volunteers throughout the year.
6. Contribute to the planning and implementation of large scale program events, as well as other mission delivery events.
7. Create and maintain community partnerships that will generate exceptional program opportunities for girls.
8. Involvement in the planning and implementation of Council Events.
9. Other duties as assigned.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Experience in youth programs with diverse populations preferred.
- Strong experience in facilitating and conducting presentations.
- Demonstrated success in working with volunteers.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative, and maintain confidentiality in a fast paced and challenging work environment.
- Effective communicator with the capacity to collaborate with others and be a team player.
- Possess effective meeting and project management skills.
- Experience in the development and administration of work plans, budgets, and program evaluation.
- Ability to work varied hours, including nights and weekends as necessary.
- Excellent interpersonal skills and the ability to achieve results in partnership with others.
- Excellent written and oral communication skills, with the ability to communicate clearly. English/Spanish fluency a plus.
- Proficiency with Microsoft Office, databases, e-mail, Internet applications, and research essential.

- Valid California drivers license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography.
- Able to pass a criminal background check.

EDUCATION

- Bachelor degree required. Significant equivalent career experience may be considered in lieu of degree.

ESSENTIAL DUTIES/REQUIREMENTS OF THE POSITION

- Able to lift and carry 25 lbs.

To apply please send resume to mgeathers@girlscoutsla.org

with "Mission Delivery Program Specialist" in the subject line.

Sorry, no calls or walk-ins please