



Position Description

Position Title:	Mission Delivery Program Specialist
Department:	Mission Delivery - Program
Reports To:	Mission Delivery Manager, Programs
Location:	Woodland Hills or Santa Clarita
Exemption:	Exempt
Date	July 2016

Job Summary

The Program Specialist (PS) designs, coordinates, implements and evaluates various program activities for meeting council goals in 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”.

Essential Duties and Responsibilities

- Provide courteous, consistent, professional and knowledgeable customer service.
- Understand the major accountabilities by functional area within Mission Delivery and work collaboratively with the management 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.
- 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.
- Build awareness around the Girl Scout mission and expand membership.
- Provide courteous, consistent, professional and knowledgeable customer service.
- Provide timely and effective communication with Program Manager to ensure that program goals are met in alignment with the organizational strategic plan.
- Supervise program staff when leading an event and directly supervise seasonal camp staff and volunteers throughout the year.
- Contribute to the planning and implementation of large scale program events, as well as other mission delivery events.
- Create and maintain community partnerships that will generate exceptional program opportunities for girls.
- Involvement in the planning and implementation of Council Events.
- Other duties as assigned.

Skill, Experience & Education

- 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 driver's 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.
- Bachelor degree or significant equivalent career experience may be considered in lieu of education.

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Physical Requirements

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to various facilities throughout the region.
- May lift up to 15 lbs. periodically. If more, the incumbent must request assistance.
The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit your resume to Lara Branch lbranch@girlscoutsla.org with "Program Specialist Position" in the subject line.