

## **GSHPA External Job Posting**

Position Title: **Associate, Membership Services (Part time 25 hr/wk)**  
Department: **Membership Services**  
Location: **State College**  
Reports To: **Regional Director**  
Salary Grade: **Exempt, 9**

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### **Position Summary**

Responsible for developing and implementing plans to recruit and retain both girl members and adult volunteers within an assigned geographic area in a way that positively supports organizational and regional goals.

### **Key Responsibilities**

- Plan, implement and conduct Girl Scout recruitment and program activities, including alternative delivery opportunities, to increase and retain girl membership.
- Help to develop and implement a comprehensive annual plan for girl and adult membership growth by researching market data, membership trends, and other pertinent information relevant to assigned geographic area; work to ensure diversity in the recruitment and retention of girls and adults.
- Assist in the development and implementation of a long-range membership plan that serves the current and future needs and interests of girls and council volunteers to expand membership in assigned council area.
- Ensure delivery of high quality, innovative program opportunities for girls utilizing multiple delivery systems to retain and expand the membership base.
- Ensure reinforcement of the progressive image of the Council as the leading organization for girls by extending community contacts and implementing marketing plan in assigned area.
- Cultivate local business and community organizations to identify funding opportunities, to research community resources, identify possible program and service opportunities, and promote the image of Girl Scouting as a benefit to the community.
- Increase visibility and community support by marketing and promoting the benefits of the Girl Scout program to the community and develop community resources and partnerships.
- Develop and support adult volunteers in all operational positions.
- Assist in the development of community assessment and cultivation strategies that support the delivery of the Girl Scout program to girl members.
- Ensure the Council's risk management plan is followed for all program operations; ensure compliance with all safety standards.

- Help develop and implement a strategic plan for volunteer development that includes a wide variety of training and curricula delivery methods.
- Assist in the development of integrated objectives, action steps, and budget for Girl Scout recruitment and retention efforts and ensure support systems for volunteers are provided.
- Assist in the promotion of council-wide events and provide support when council-specific programming is offered within his/her assigned region and/or service unit.
- Perform other duties as assigned in support of council-wide initiatives and/or cross functional teams.

### **Skills & Qualifications**

- Bachelor's degree or equivalent experience required.
- Demonstrated abilities in planning, management, supervision, evaluation, and analysis.
- High level of interpersonal, verbal and written communication skills, as well as community networking skills.
- Strong motivational, organizational, and problem solving skills.
- Proven experience in design and delivery of innovative support structures to meet individual needs of populations.
- Demonstrated ability in developing and working in and with diverse teams.
- Spanish and bicultural skills desirable.
- Demonstrated ability to recruit, train, and supervise volunteers.
- Ability to work a flexible schedule, including evenings and/or weekends, and willingness to travel throughout the council.
- Car and valid driver's license necessary to carry out assignments.
- Ability to work cooperatively in furtherance of stated goals.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier.

### **Application procedure:**

Interested individuals should forward a resume with cover letter stating salary requirements to Human Resources [dventresca@gshpa.org](mailto:dventresca@gshpa.org) or fax to 570-501-2321.

**EOE/Committed to Diversity**