

GSHPA External Job Posting

Position Title: Program Director
Department: Program
Location: Harrisburg
Reports To: Executive Vice President
Salary Grade: Exempt, 6

Position Summary

The Program Director is responsible for developing, organizing and implementing council-led Girl Scout programs and program resources that align with organizational priorities, goals and outcomes and provide a variety of opportunities for girl participation.

Key Responsibilities

- Develop, organize and implement council-led Girl Scout programs and program resources.
- Ensure that all council-led programs align with organizational priorities, goals and outcomes.
- Strategically encourage girl participation in council-led programming by offering a variety of age-appropriate delivery methods and programming pathways.
- Develop and maintain a strategic alliance with volunteer base (currently 11,000+ members) that proactively provides ongoing program training, support, guidance and feedback and leads to quality programming efforts and increasing girl participation.
- Ensure that a high quality, multi-faceted outdoor experience is offered at various Council facilities and that camp properties are properly maintained and meet all ACA and GSUSA health and safety guidelines.
- Work collaboratively with other departments to develop, promote and evaluate all council-led programming efforts.
- Provide volunteer and staff training and support that ensure the successful implementation of council-facilitated programming.
- Serve as lead staff liaison on all program-related volunteer committees and task forces.
- Work collaboratively with other staff and/or volunteers to actively cultivate collaborative relationships with community organizations, agencies and businesses in support council-led programming efforts.
- Develop and manage fiscally responsible program, outdoor program and property budgets.
- Directly supervise the outdoor program manager, the property manager and the program assistant.
- Stay abreast of and strategically incorporate national, regional and local trends/issues affecting girls and GSUSA's changes, trends, and requirements into programming efforts.
- Travel throughout the Council to meet with members, collaborate with diverse community groups and represent the Council in the community.
- Ensure that all offerings are consistent with GSUSA guidelines; GSUSA health and safety standards; and local, state, and federal laws.
- Make recommendations for staff concerning hiring, salary changes, promotions, transfers and terminations.
- Provide professional, quality customer service to members, volunteers, staff, and other community contacts.
- Perform other duties as assigned in support of Council-wide initiatives and/or cross functional teams.

Skills & Qualifications

- Bachelor's degree required.
- Five years experience developing, conducting and/or supervising innovative youth programs and support systems.
- Five years supervisory experience.
- Experience in the development of budgets and ability to manage financial resources effectively.
- Strong communication, organization and time management skills, as well as public speaking and program capabilities.

- Proven track record of developing and maintaining successful community collaborations.
- Ability to effectively identify, analyze and solve problems.
- Ability to communicate clearly orally and in writing.
- Ability to work a flexible schedule and a willingness to travel throughout the council.
- Car and valid driver's license necessary to carry out assignments.
- Ability to work with individuals of diverse backgrounds and ages.
- 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 or fax to 570-501-2321.

EOE/Committed to Diversity