



Position Title: Girl Experience Manager
Reports to: Director of Mission and Delivery

Girl Scouts Vision & Mission

Girl Scouts is a non-partisan, inclusive organization. We are the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Position Summary

The Girl Experience Manager directs and oversees all aspects of the council's program function to ensure the implementation, delivery, and assessment of a nationally consistent leadership development experience for girls residing within the council's jurisdiction. The manager works collaboratively with the council's leadership team, ensuring program implementation supports the council's membership strategy and plans.

Essential Duties & Responsibilities

- Provide leadership for the implementation of comprehensive, council-wide Girl Scout Program initiatives, partnerships, in alignment with the GSUSA.
- Develop program offerings that customize, supplement, and enrich the national program; maximize utilization of local resources, partners, and subject matter experts to bring the Girl Experience to life in the council jurisdiction based on the needs and interests of the girls.
- Build collaborative relationships with community organizations, agencies, and businesses to ensure identification of topic area experts, supplemental activities that expand the possibilities for girls across the council.
- Create a culture of teamwork; develop a motivated and competent department staff through effective supervision, performance evaluation, and development opportunities.
- Develops, organizes and delivers programming that meets the needs and interests of our girl membership.
- Ensures our ability to meet girl recruitment and retention goals as outlined in our plan of work through delivery of high quality council events, programs, opportunities and materials.
- Develop, plan, implement, and evaluate innovative new ways to increase program activities to our diverse population of girls.
- Maintain on going relationships with community partners.
- Develop list of potential partners; initiate and cultivate relationships with those partners.
- Help position Girl Scouting as a key community partner and expert in addressing girls' issues.
- Model behavior consistent with the purpose, values, and mission of Girl Scouts of Kansas Heartland.
- Perform other duties as needed or requested.

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Skills & Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to work well with a diverse group of individuals and teams.
- Comfort and enthusiasm in working with girls.
- Skills in conflict management desired.
- Willingness and ability to adapt to changing situations in a fast-paced environment.
- Ability to use technology and learn new technology applications.
- Ability to work a flexible schedule including nights and weekends.
- Excellent organizational skills.
- Excellent written and oral communication skills.
- Ability to maintain accurate records and data.
- Must be self-motivated with proven human relation skills.
- Excellent working knowledge of Girl Scout philosophy and programming, and a demonstrated commitment to the mission of Girl Scouts.

Education/Experience

- Bachelor's degree and equivalent experience.
- Experience in program delivery or development.
- Prior experience in youth programming, curriculum development, event planning, volunteer management or related field.

Knowledge, Skills and Abilities

- Creative, outgoing, motivated and able to deliver quality programs.
- Excellent time management and organizational skills with ability to carry out a variety of responsibilities with multiple priorities and deadlines with limited supervision.
- Ability to see projects through from conception to completion.
- Highly developed interpersonal, communication and customer service skills.
- Goal oriented, detail oriented, energetic and able to manage multiple tasks.
- Comfortable with a fast-paced work environment.
- Able to coordinate multiple projects at one time.
- Ability to handle sensitive information.
- Able to work one to three weekends a month.
- Demonstrated computer skills, preferably in Microsoft Office products.
- Ability to accommodate a flexible work schedule, including travel throughout service area.

Physical Working Conditions

While performing the duties of this job, the incumbent is frequently required to sit and operate a computer; to talk or hear; stand; walk; sit and use hands to finger, handle, or feel. The incumbent is occasionally required to reach with hands and arms. The incumbent must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. The incumbent is occasionally required to drive/operate a standard automobile.