

## **GIRL SCOUTS—DAKOTA HORIZONS COUNCIL**

Position Title: **Membership Specialist**

Positions As Needed

Reports To: District Director

Position Design: Full Time - Exempt

Position Summary: The Membership Specialist is responsible for developing, retaining, and increasing girl and adult membership in assigned geographic areas. She/he identifies, recruits, trains, and provides ongoing support to administrative volunteers enabling them to extend Girl Scouting in a given area. The incumbent develops and implements plans for membership extension through the work of administrative volunteers and represents and extends Girl Scouting in the community through presentations, collaborative efforts and networking.

### Major Accountabilities:

1. Plans and implements a comprehensive plan for girl and adult membership growth by researching market data, membership trends, and other pertinent information relevant to designated geographic areas.
2. Plans, designs and implements innovative strategies to ensure the effective delivery of membership services; determines the need for additional unit support by assessing community needs.
3. Provides information and interpretation of council and GSUSA's policies and programs to reinforce the role of Girl Scouting.
4. Provides ongoing support, supervision and direction to administrative volunteers in assigned geographic areas by interpreting Girl Scouts of the USA and council policies, standards, and procedures and by ensuring the availability of support services to enable volunteers to carry out the responsibilities of their positions effectively.
5. Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council.
6. Cultivates local business and community organizations to identify fundraising opportunities, research community resources and needs, and implement local service projects.
7. Recruits, selects, appoints, and supervises adult volunteers in assigned geographic areas.
8. Identifies the need for and provides conflict resolution when appropriate.
9. Demonstrates and promotes a climate of courtesy and professionalism to coworkers, volunteers and others.

**Membership Specialist  
Position Description  
Last Update 9/24/2009**

Qualifications:

1. Bachelor's degree or equivalent experience.
2. Excellent organizational skills and ability to manage multiple projects concurrently.
3. Knowledge of program planning, budgeting, and evaluation; knowledge of Girl Scout program desirable.
4. Excellent written and oral communication, conflict resolution skills, and the ability to work with people of diverse backgrounds in a team environment.
5. Commitment to Girl Scout mission and principles.
6. Ability to analyze, interpret and report membership data and trends.
7. Ability to work independently and schedule work time to meet the needs of volunteers and girls; willingness to work flexible hours, including some weekends and evenings.
8. Access to reliable transportation on a daily basis and ability to travel throughout the council's region. Proof of minimum automobile insurance as required by state and a valid state driver's license.
9. Willingness to uphold the mission of Girl Scouts, and to adhere to the Promise and Law.