



95 Berkeley Street
Boston, MA 02116
T 617 482 1078
F 617 482 9045

1740 Turnpike Street
North Andover, MA 01845
T 978 689 8015
F 978 688 1846

111 East Grove Street
Middleboro, MA 02346
T 508 923 0800
F 508 923 7676

265 Beaver Street
Waltham, MA 02452
T 781 893 6113
F 781 893 0022

POSITION DESCRIPTION

Position Title: Membership Specialist

Reports to: Regional Director

Position Grade: 9

Position Summary

The Membership Specialist is responsible for the achievement of membership goals in an assigned area through community cultivation, needs assessments for services, development and implementation of recruitment program delivery, and support of service unit volunteers.

Key Responsibilities

1. Works in collaboration with the membership Regional Director to ensure Girl Scouting is available to all girls.
2. Plans, implements and conducts Girl Scout recruitment and program activities, including alternative delivery opportunities, for the increase and retention of girl membership.
3. Plans and implements ways to increase adult membership.
4. Works to ensure diversity in the recruitment and retention of girls and adults.
5. Assists with the cultivation of 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.
6. Enhances the role of Girl Scouting in the community by interpreting and promoting Girl Scouting to community groups.
7. Ensures that participants are registered members of GSUSA.
8. Assists with providing ongoing support to administrative volunteers in assigned area by interpreting council and GSUSA policies, standards, and procedures.
9. Keeps abreast of latest safety, risk management and Girl Scout program materials to ensure program compliance with all standards, applicable laws and guidelines.
10. Ensures that Safety Wise standards are maintained for all activities.
11. Promotes and supports the volunteer development system including learning opportunities, application, reference, and recognition functions.
12. Provides timely and adequate project activity and financial reports.
13. Travels within the assigned area of the council to meet with members, collaborate with diverse community groups and represent the council in the community.
14. Provides support for the council product sales and other fund development activities.
15. Provides professional, quality customer service to members, volunteers, staff, and other community contacts.
16. Performs other duties as assigned.

Skills and Qualifications

- Bachelor's degree or equivalent experience in a related field.
- Two years experience developing and conducting recruitment programs and events preferred.
- Ability to manage financial resources effectively.
- Strong public relations skills and ability to develop community collaborations.

- Ability to effectively identify, analyze, and solve problems.
- Ability to plan, organize and prioritize work, while managing multiple deadlines in a continually changing work environment.
- Ability to be creative in troubleshooting and resolving technical issues.
- Ability to use sound judgment in decision-making, and to work independently.
- Ability to adapt well to changing circumstances, direction and strategy.
- 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.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier.

/lnzd