

GIRL SCOUTS—DAKOTA HORIZONS COUNCIL

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| Position Title: | Program and Learning Specialist |
| Positions | As Needed |
| Reports To: | District Director |
| Position Design: | Full Time – Exempt |
| Position Summary: | The Program and Learning Specialist is accountable for developing and implementing program opportunities and support systems (including trainings) to meet the needs and interests of girls by grade levels. The incumbent provides trainings, resources and support to adult volunteers who deliver the program to girls. She/he also provides girl trainings (Program Aide, Bronze, Silver and Gold) to assist in furthering a girl's career in Girl Scouting. She/he strengthens the quality of the Girl Scout program through interpretation of Girl Scout philosophy and the council's policies, procedures, and standards. |

Major Accountabilities:

1. Develops, plans, and coordinates programs for girls of all grade levels based on the needs and interests of girls, available resources, and program goals.
2. Prepares and coordinates the budget to ensure adherence to approved programs for girls.
3. Negotiates with vendors, program and site providers to ensure the appropriate materials, supplies and space for program events are utilized.
4. Updates, schedules and provides girl and adult trainings, in accordance with GSUSA standards, and incorporates a variety of methods/technologies to address the needs of volunteers.
5. Collaborates with community centers and educational institutions to provide girls with the opportunity to participate in Girl Scout activities.
6. Collaborates with membership staff and other members of the district team to coordinate and integrate program activities.
7. Supports and assist with product sales (locally).
8. Demonstrates and promotes a climate of courtesy and professionalism to coworkers, volunteers and others.

Qualifications:

1. Experience in working with girls, age 5-17.
2. Experience in developing and implementing girl programs.
3. Ability to build and strengthen relationships with adults, local vendors and community organizations.

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Last Update 9/24/2009**

4. Ability to work a flexible schedule that includes some travel, night and weekend work as needed.
5. Ability to lift up to 40 pounds and manage heavy or bulky items.
6. Valid drivers license with access to personal transportation which is properly licensed and insured.
7. Commitment to diversity and pluralism.
8. Willingness to uphold the mission of Girl Scouts, and to adhere to the Promise and Law.