



Job Title: Coordinator – Staff Led Troops Program
Department: Program Department
Reports To: Program Manager Staff-Led Troops/Director of Programs
Salary Grade: 4 – Exempt

Job Summary

The coordinator is accountable for integrated management and coordination of all program delivery and support services in designated content, grade level, or geographic areas in and/or across multiple pathways. The coordinator ensures that program development and implementation supports the council's program plan and strategic business goals, maintains strict adherence to safety and security guidelines, promotes the Girl Scout Leadership Experience and outcomes, and/or links to national program curricula. This position is responsible for activities and events in the Staff Led Troops Program. Accountable for special projects as assigned.

Essential Duties and Responsibilities

Plans and implements programs for girls in grades K-12 who are in underserved areas.

- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards.
- Develops and conducts troop meetings in Girl Scout and community facilities, public housing, and/or public schools. Plans and facilitates additional opportunities for girls including field trips and overnights.
- Serves as troop leader if there is no adult leadership.
- Coordinates approved budgets (including grant budgets) to ensure adherence to approved activities.
- Maintains strict adherence to safety and security guidelines in planning and implementation.
- Is able and willing to transport children in a 15-passenger van.
- Event preparation and implementation may include work on evenings and weekends.
- Works with cross-functional team, as needed or required, to determine or develop innovative strategies to ensure the effective support of volunteers and activities within assigned program.
- Supports functions of the customer care process. Answers, problem-solves, manages and responds appropriately and timely to all inquiries including but not limited to email, phone and walk-in customers.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council.

Prepares presentations and attends community events to recruit new girl members and adult volunteers.

- Prepares action plans and schedules to identify specific targets and to project the number of contacts to be made in order to meet membership goal.
- Follows up on new leads and referrals resulting from field activity within 1-2 business days.

Recruits, trains and manages volunteers for the effective delivery of program.

- Knows the procedures and legal issues associated with recruiting, selecting, supervising, and releasing adult volunteers; ensures training availability, and manages volunteers in an efficient manner.
- Provides support to volunteers prior to and following troop meetings.
- Demonstrates flexibility to meet with volunteers and effectively delegates responsibility.
- Recognizes volunteer accomplishments through efforts in appreciation.

Develops and maintains program partnerships and collaborations.

- Assists in achieving the council's membership and retention goals for girls by development, coordination and delivery of quality events, curricula, and additional resources as driven by market needs.
- Cultivates relationships with appropriate community leaders, organizations, and businesses to support retention efforts.

Minimum Qualifications

- Associate degree in related field or relevant equivalent experience.
- Knowledge of Girl Scouting preferred.
- Bilingual (Spanish/English) preferred.
- Ability to model behavior consistent with the Girl Scout Mission, Promise, values and Law.
- Ability to maintain strict adherence to safety and security guidelines.
- Ability to obtain First Aid & CPR certification.
- Willingness to work a flexible schedule including some evenings and weekends; occasional overnights as needed and the ability to travel as job requires.
- Has working knowledge of Microsoft Office (Word, Excel, and Outlook), customer relationship management systems, data management software, and social networking.
- Experience in program development, event coordination, and customer service preferred.
- Knowledge of the various schools located in Tulsa and Union Public School Districts preferred.
- Ability to work effectively with people from diverse backgrounds.
- Proof of meeting Oklahoma State requirements regarding auto licensing, driver's license.
- Must be able to lift and move equipment weighing approximately 25 pounds.
- Physically able to move through and between offices, program centers, campgrounds, and other off site locations as needed.
- This is a Safety Sensitive position.