



Job Title: Staff-Led Troop Specialist
Department: Staff-Led Troops
Reports To: Director of Programs
Salary Grade: **Non-traditional - \$15.00 per hour**
Part-time Non-exempt

Job Summary

The Staff-Led Troop Specialist is responsible for organizing and providing support for Girl Scout programming in assigned special areas. These areas include but are not limited to:

- Local Schools
- Community Centers
- Girl Scouting in the School Day
- Homeless shelters
- Public housing

Essential Duties and Responsibilities

- Accountable for maintaining and extending Girl Scout programming in assigned geographic areas
- Responsibilities include:
 - Recruit adult volunteers to serve as leaders for Girl Scout Troops.
 - Recruit girls for troop membership.
 - Assist troop leaders in organizing troop events and money-earning projects.
 - If needed provide transportation of girls to troop meetings.
 - If no adult volunteers can be identified, serve as troop leader.
- Ensures that the girl and adult membership is reflective of the population of the jurisdiction and that the needs of a diverse population are recognized and met.
- Attends team meetings regularly and is an active participant in strategic planning for membership recruitment and retention.
- Ensures that team goals are accomplished.
- Makes presentations to Girl Scouts and outside groups to promote the Girl Scout Program.
- Responds to family and volunteer concerns about Girl Scout membership.
- May be accountable for a special project such as product program sales.
- Supports council fund development activities including grant proposal research.
- Assists Staff-Led Troop Coordinator in recruiting girls to council sponsored events that may include resident and day camp.
- Other duties as assigned and/or required.

Minimum Qualifications

- Ability to model behavior consistent with the Girl Scout Mission, Promise, values and Law.
- Unequivocal commitment to pluralism.
- Ability to work effectively with people from diverse backgrounds.

- Willingness to work a flexible schedule including some evenings and weekends; occasional overnights as necessary and ability to travel as job requires.
- Proof of meeting Oklahoma State requirements regarding auto licensing, driver's license.
- Able to physically lift up to 25 pounds.
- Associate degree in related field or relevant equivalent experience.
- Ability to work with children and adults.
- Written and oral communication skills.
- Human relations and problem-solving.
- Organizational skills and demonstrated ability to achieve goals.
- Ability to work independently and as a team member.
- Ability to handle multiple priorities simultaneously.
- Ability to organize events.
- Knowledge of the various schools located in the Greater Tulsa Metro.
- Knowledge of Girl Scouting a plus.
- Bilingual preferred (Spanish/English).
- Safety sensitive position.