



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

Job Summary

The staff-led troops coordinator is responsible for organizing and providing support to Girl Scouts in assigned areas. These areas include but are not limited to:

- Girl Scout facilities
- Public housing
- Public schools
- Community facilities
- Alternative schools

Essential Duties and Responsibilities

- Designs and/or implements a comprehensive plan for girl and adult membership growth in targeted areas to build strategic development plans.
- Implements membership development strategies outlined in the council's strategic plan, annual business plan and/or other council goals.
- 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.
- Prepares a variety of status reports, including weekly activity reports, team status reports, special project reports, or others as assigned.
- Cultivates relationships and builds visibility with appropriate community leaders, organizations, and businesses to support recruitment efforts, increase awareness and participation in Girl Scouting, and positively impact membership growth.
- Follows up on new leads and referrals resulting from field activity within 1-2 business days.
- Collaborates interdepartmentally and with cross-functional team to determine or develop innovative techniques to ensure the effective delivery of recruitment strategies and customer service to members and to ensure council membership goals are met.
- Provides support to volunteers prior to and following troop meetings.
- Manages special projects (i.e. grant-funded programs).
- Serves as troop leader if there is no adult leadership.
- Provides transportation of girls to troop events.
- Makes presentations to Girl Scouts and outside groups to promote the Girl Scout program.
- Responds to family and volunteer concerns about Girl Scout membership.
- Supports council fund development activities including grant proposal research and reporting.
- Responsible for membership diversity.
- Responsible for community development.
- Responsible for program development.
- Participates in collaborative relationships which support the council's recruitment and retention of girls and adults.
- Attends team meetings regularly and is an active participant in strategic planning for

- membership recruitment and retention.
- Ensures that team goals are accomplished.
- Engages in regular personal, professional, and/or leadership development via webinars, books, trainings or other opportunities.
- Ensures and provides high-quality customer service.
- Promotes good working relationships with staff and volunteers.
- Performs other duties as assigned.

Minimum Qualifications

- Ability to model behavior consistent with the Girl Scout Mission, Promise, values and Law.
- Ability to work effectively with people from diverse backgrounds.
- Willingness to work a flexible schedule including day time hours, 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.
- Bachelor's 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 Tulsa and Union Public School Districts.
- Knowledge of the various public housing developments operated by the Housing Authority.
- Knowledge of Girl Scouting a plus.
- Bilingual preferred (Spanish/English).
- Girl Scouts of Eastern Oklahoma believes that diversity and inclusion among our teammates is critical to our success and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.
- This is a safety sensitive position.

06/10/2021