



**POSITION TITLE:** Youth Coordinator

**REPORTS TO:** Regional Director of Membership and Volunteer Support

**FLSA STATUS:** Non-Exempt, Part-Time

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### **POSITION SUMMARY**

The Youth Coordinator provides high quality Girl Scout program to girls, predominantly in hard-to-reach areas, which meet the membership and program goals of a specified region.

### **ACCOUNTABILITIES**

- Deliver Girl Scout program to girls that meets the criteria of a specified grant.
- Collaborate with the Regional Director of Membership to develop, plan, and coordinate program for girls based on the needs and interests of girls, the available resources, and program goals.
- Collaborate with Regional Director of Membership, direct delivery staff and volunteers to coordinate and integrate program activities.
- Identify and utilize diverse delivery methods to achieve program delivery outcomes.
- Keep accurate records of programs delivered, girl attendance, and product sales participation.
- Using council resources, evaluate the effectiveness of programs by surveying girls, site personnel and site directors.
- Ensure diversity and pluralism are embraced and incorporated in the work of the council.
- Perform other duties as assigned.

### **QUALIFICATIONS AND EDUCATION**

- Models' behavior consistent with the Girl Scout Mission, Promise and Law.
- High school diploma or equivalent.
- Minimum of 2 years of working with children in grades K-8.
- Demonstrated ability to plan, organize and implement program activities.
- Ability to work positively and supportively with girls ages 5-17.
- Ability to work flexible, evening and weekend schedules as needed.
- Valid driver's license, use of a personal vehicle and proof of current insurance.
- Membership in the Girl Scout Movement.

**Direct Delivery Assistant**

**PHYSICAL REQUIREMENTS**

- Walking, standing, bending, stooping, reaching and moderate lifting (up to 30 pounds).
- Must be able to sit at a workstation and/or a computer screen for up to 2 hours at a time.
- Occasional exposure to seasonal weather conditions.

**Employee Role in Fund Development and Membership**

You are required to have an active role in the council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to, or member of, the council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

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Employee Printed Name

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Employee Signature

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Date