

**GIRL SCOUTS OF CENTRAL MARYLAND  
POSITION DESCRIPTION**

---

**Date:** November 2011  
**Title:** Program Specialist I (Part Time)  
**Unit/Department:** Membership Services/ Program Services Department  
**Reports to:** Membership Manager

**Position Summary:** The Program Specialist I functions as part of a team charged with the development and implementation of the Girl Scout curriculum through innovative marketing strategies while ensuring that safety standards are maintained. The incumbent will be responsible for recruitment and retention of volunteers and girl members throughout Central Maryland. The incumbent works directly with schools, recreation and community centers to deliver the Girl Scout program.

**Essential Duties and Responsibilities:**

- Ensure the development and implementation of age appropriate program and curriculum to enhance the development of participants.
- Develop and cultivate collaborative partnerships that support the goals of the Program Department and Girl Scouts of Central Maryland.
- Plan, develop and/or implement age appropriate programs and curriculum for youth at varied age levels (5 to 17).
- Plan and implement innovative strategies that support the recruitment and retention of girl and adult members.
- Support and develop special events for the purpose of increasing public awareness of Girl Scouting.
- Provide a positive role model to girls conducive to Girl Scout fundamentals and practices.
- Identify resources to ensure on-going program support services.
- Maintain records and submit written reports and documentation as required.
- Perform related duties as needed/requested.

**Skills, Knowledge and Experience:**

- College degree preferred or equivalent, teacher certification a PLUS
- Minimum three years experience working with youth and volunteers
- Bilingual in English and Spanish is a plus
- Demonstrated ability to develop and implement marketing plans based on analysis
- Demonstrated ability to effectively manage resources and projects
- Excellent verbal, written and interpersonal skills required
- Excellent presentation skills
- Excellent problem solving and conflict resolution skills required
- Excellent time management skills required
- Excellent computer skills
- Must be able to lift 35 pounds without difficulty
- CPR and first aid certification a PLUS
- Incumbent must have reliable transportation and possess a valid Maryland driver's license and proof of insurance
- Willingness to work within a flexible time frame, to include some evenings and weekends
- Membership in the Girl Scout Movement is required
- Attend, actively participate and successfully complete required Girl Scout training
- Ability to work productively with diversified groups of people

**Salary Range: \$15.90 per hour up to 25 hours per week**

To be considered for this opportunity, please submit your resume through [jobs@gscm.org](mailto:jobs@gscm.org) or fax to 443.692.5000.