



Director of Council Program

Girl Scouts of Central Maryland is seeking an individual with experience in developing youth curriculum. who is forward-thinking, action orientated and results driven, seeks challenges, and enjoys working in a fast-paced environment.

POSITION SUMMARY

The Director of Council Program is responsible for the design, development, and implementation of a council program plan including virtual programming, community partnerships, and outdoor program, which encompasses summer resident and day camp. The incumbent directs and oversees all aspects of the council's program function to ensure implementation, delivery, and assessment of a national consistent leadership development experience for girls in central Maryland.

This position is also responsible for providing leadership and oversight of the Council Program team as they work to reach, serve, and support all girls within the council; for the identification and cultivation of outside sources and internally developed programs that have measurable outcomes that can be used for the development, extension, maintenance, and retention of girl and adult members in order to achieve council goals and objectives Additionally, the director works in collaboration with other operational and organizational functions to support the organization's mission, goals, and strategic priorities.

POSITION PRIMARY RESPONSIBILITIES

- Direct the development, implementation, coordination, delivery, and evaluation of council programs, events, and outdoor experiences based on girl's needs and interests; ensure quality delivery; responsive youth support systems; and a safe, welcoming, and enjoyable environment.
- In partnership with the Council Program team, develop Girl Scout Leadership Experience curriculum and educational practices which support the council's goals and objectives.
- Ensure that delivery systems reflect the identified needs and interests of girls; research the needs of girls and communities within the region to assure that the Girl Scout program reflects identified needs and the philosophy of Girl Scouting.
- Play an active role in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Cultivate the interest and support of key community partners, family members, institutions, and business organizations; interpret and promote Girl Scouting to the community.
- Assist in the identification of new partnerships and resources for programming and support. Work with the CMDO to plan new program initiatives and expansion.
- Ensure girl and adult safety through education and promotion of safe practices as well as consistent interpretation of Girl Scouts of the USA (GSUSA) and Girl Scouts of Central Maryland policies, standards, and procedures. Comply with federal guidelines, state statutes, county regulations and Maryland Department Health regulations relating to agency standards.

- Provide clear and consistent accountabilities and leadership to the Council Program Team; ensure the team complies with and supports the GSUSA philosophy and standards, as well as council policies, procedures, standards, and business practices.
- Develop, administer, and monitor the annual department budget.
- Work in partnership with the Project Manager and Fund Development Department in grant-funded program delivery, budget management, and reporting efforts; support fundraising and marketing efforts to grow the program resources.
- Monitor and report on council program statistical and outcomes evaluation data; ensure evaluations include girls, volunteers, and parents/caregivers.
- Perform other duties as necessary or assigned

POSTION REQUIREMENTS

- Bachelor's in Management, Business, or related field; 5+ years of progressive leadership and management experience in a non-profit or public institution focused on youth education and/or the youth development field.
- Demonstrated innovative, forward-thinking, and results driven leader who is action orientated, seeks challenges, and enjoys working in a fast-paced environment.
- High level of attention to detail, organizational skills, data analysis, evaluation implementation, and reporting experience.
- Excellent communication, facilitation, organization, writing, and team-building skills; experience in developing youth curriculum.
- A critical thinker skilled in effective problem-solving/conflict resolution.
- Flexibility, strong commitment to collaboration, self-reflection, and resourcefulness.
- Strong ability to connect with people of diverse backgrounds and establish rapport with others at all organizational levels.
- Strong organizational and leadership skills, with a keen ability to adjust own behavior and remain adaptable and open-minded in response to changing situations and environments.
- Demonstrated ability to motivate staff, build team cohesion, innovation and hold others accountable to expectations.
- Proficient in the use of Microsoft Windows and Office software; experience with Salesforce or other Customer Relationship Management (CRM), or database systems, preferred; ability to learn new programs as warranted.
- Must have current certification in CPR/First Aid for children and youth (or be willing to become certified); willingness to obtain other certifications required of the position, as needed.
- Must be able to work a varied, flexible schedule, including frequent evenings and weekends, and be willing to travel throughout the Girl Scouts of Central Maryland jurisdiction.
- Incumbent must have a clean driving record, valid driver's license, reliable transportation, and proof of insurance.
- Ability to lift 30 pounds.
- Ability to stand and sit for extended periods of time.
- Must subscribe to the principles of the Girl Scout Movement and become a registered member of Girl Scouts of the United States of America (GSUSA).