

TITLE: Program Director
REPORTS TO: Vice President of Member Engagement
CLASSIFICATION: Exempt, Full-Time
COMPENSATION: \$60,000-\$70,000 (negotiable)
LOCATION: Chesapeake, VA

Excellent benefit package including: medical/dental insurance (GSCCC pays 100% of medical premium), health savings account, complimentary life insurance, Aflac benefits, 403b/Roth with match, 12 holidays per year (including last week of December), and a generous leave program (4 weeks of vacation annually) starting your first day of employment. Remote work and flexible hours available after training.

Girl Scouts of the Colonial Coast is looking for a leader who can handle the planning, promotion, implementation, and evaluation of Girl Scouts programs and events. The successful candidate will be a results-driven, goal-orientated, motivated individual with strong educational techniques who can manage a team of professionals to execute effective programming strategies that reach membership goals. Travel throughout the Council jurisdiction and flexible hours are required. Work with a diverse group of professionals in a dynamic environment that empowers you to explore your full potential.

ABOUT OUR ORGANIZATION

We are one of 111 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve almost 8,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

SUMMARY OF POSITION

The program director develops comprehensive strategies and plans which support achievement of Council goals and objectives in three key areas: 1) establishing new and leveraging existing partnerships and collaborative relationships with external organizations to extend and support the impact of Girl Scouting within the Council's jurisdictions; 2) providing leadership in the implementation and assessment of Girl Scout outdoor programs and camps; 3) overseeing the planning, implementation, and assessment of Council sponsored events and community troop programming.

ACCOUNTABILITIES

- Serve as a key member of the Council's leadership team helping to establish priorities, launch new initiatives, align resources, adapt systems, and champion change.
- Develop and implement inclusive strategies and plans to establish partnerships and collaborative relationships with external organizations. Leverage new and existing relationships and partnerships to extend and support the impact of Girl Scouting within the Council's jurisdictions.
- Oversee the planning, implementation, and assessment of national program curricula and the development of the annual Council plan to deliver fun, engaging, inclusive programs and events for girl members that meet Council recruitment, retention, and revenue goals.
- Analyze community needs, demographic data, and membership statistics. Prepare technical reports by collecting, analyzing, and summarizing information and trends from internal and external data sources to provide real time information on trends and opportunities.

- Ensure assessment of outcomes and goals, institutionalization of best practices, and implementation of necessary modifications to ensure girls are receiving the Girl Scout Leadership Experience. Implement a variety of methods to promote continuous quality improvement.
- Ensure community troop programs achieve required outcomes as well as support recruitment and retention goals.
- Oversee the planning, implementation, and safety of international trips, travel, and destinations.
- Supervise the development and implementation of Council-wide outdoor adventure experiences including a variety of overnight, day, and weekend camp opportunities. Ensure that Girl Scouts' outdoor program curriculum fully utilizes the Girl Scout Leadership Experience,
- Work with philanthropy department to identify program funding opportunities; assist in grant administration and evaluation process.
- Review and approve project plans for conformance to program strategy, plan, and schedule.
- Collaborate, train, and support volunteers to implement quality troop and service unit programming and events.
- Represent Girl Scouting in the community through presentations, collaborative efforts, and networking.
- Ensure events and activities comply with GSCCC, GSUSA, and any other applicable safety regulation.
- Provide interpretation of GSUSA initiatives and national and local trends affecting girls throughout the council jurisdiction.
- Exercise management, operational, and budgetary oversight in all areas of accountability.
- Lead, motivate, and retain a high performing staff. Evaluate and manage team performance. Ensure full team effort, optimal productivity levels, and attainment of team/individual goals.
- Ensure staff maintain required certifications.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, and safety.
- Actively participate in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.

QUALIFICATIONS

Education, Experience, & Certifications

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum 5 years' experience in youth program management (non-profit preferred).
- Must have supervisory experience leading a professional team.
- Must have volunteer management experience.
- Knowledge of Girl Scouting preferred.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and customer relationship management systems (Salesforce preferred). Ability to learn new software as required.
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Experience in event planning and program implementation for youth preferably in a non-profit setting.
- Demonstrated reasoning and negotiation skills to identify and resolve conflict.
- Demonstrated experience in the development and administration of budgets.
- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements

- Ability to work a flexible schedule including evening and weekends.
- Ability to travel throughout Council jurisdiction.

- Must have personal transportation, possess a valid driver's license, personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is frequently required.

APPLICATION INSTRUCTIONS

Visit <http://www.gsccc.org/Employment.aspx> to complete an online application or submit resume to:

Girl Scout Council of Colonial Coast, Human Resources
912 Cedar Road, Chesapeake, VA 23322
Phone 757-547-4405, Fax 757-547-1872,
Email: hr@gsccc.org
Equal Opportunity Employer

