



JOB DESCRIPTION

Girl Scouts of Colorado

JOB TITLE	Recruitment Specialist - Seasonal
REGION/LOCATIONS	Pikes Peak Region, Metro Denver, North & Northeastern Colorado
DEPARTMENT	Program
JOB TITLE REPORTS TO	Regional Team Lead
APPLICATION DUE DATE	May 20, 2015
JOB TERM	Required training in late June; work July 25 – October 31
FLSA STATUS	Non-Exempt
OCCUPATIONAL JOB GROUP	Officials and Managers (GSUSA Job Group E)

GENERAL PURPOSE: Recruit girl and adult members in an assigned geography. Responsible for utilizing sales strategies and techniques to generate qualified girl and adult volunteer leads. Frequent travel; weekends and evenings are required.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Provide potential new members with a consistent message about Girl Scouting and all of the possible ways girls can participate in the Girl Scout Leadership Experience (GSLE).
2. Maintain current knowledge of the Girl Scout program.
3. Execute effective recruiting and sales strategies to increase girl and adult membership.
4. Support volunteer recruiters.
5. Implement membership recruiting marketing strategies/campaigns to result in increased qualified girl and volunteer leads.
6. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made in order to meet membership goal.
7. Prepare a variety of status reports, including activity, follow-up, and adherence to goals.
8. Cultivate relationships with appropriate community leaders, organizations, and businesses to support recruitment efforts within targeted areas to positively impact membership growth.
9. Coordinate information nights or recruitment events/rallies.
10. Maintain current knowledge of all council and regional programs and available volunteer positions.
11. Work successfully in a team environment.
12. Respect the confidential nature of all information pertaining to staff, volunteers, and girls.
13. Perform other duties as assigned.

PRIMARY CROSS-FUNCTIONAL RESPONSIBILITIES:

1. Support the efforts and commitments of Girl Scouts of Colorado in the area of pluralism and diversity throughout the organization and within each community served.

2. Work cross functionally with other departments to support membership and the council's plan of work.

SUPERVISORY RESPONSIBILITIES - None

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY

- Demonstrated abilities in outside sales and lead generation.
- High level of interpersonal skills, strong verbal and written communication skills.
- Strong motivational, organizational, and problem solving skills.
- Demonstrated ability in developing and working in and with diverse teams.
- Bilingual and bicultural skills desired yet not required.
- Ability to quickly learn and adapt to changing technologies.
- Proficiency with Microsoft Office 2010 Suite and customer relationship management systems; experience using Salesforce is a plus.
- Must pass a criminal background check.

EDUCATIONAL OR FORMAL TRAINING

- High school diploma or equivalent required.

EXPERIENCE

- 2 years of work experience required.
- 1 year experience in outside sales, promotions, marketing, or equivalent.
- Demonstrated experience in customer relationship management technology preferred.

MATERIAL AND EQUIPMENT DIRECTLY USED

- Computer and related software, telephone, e-mail, fax machines, copiers and equipment commonly found in an office environment.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

- Variable working schedule including evenings, weekends.
- Ability to communicate effectively with employees, volunteers, customers and vendors.
- Access to transportation with insurance at required state levels to conduct business statewide.
- Valid driver's license and driving record acceptable to the Girl Scout insurance company.
- May be required to transport Girl Scout materials weighing up to 30 pounds from a vehicle to a building as well as preparing facilities for meetings, with or without assistance.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

To apply, visit: <http://www.girlscoutsofcolorado.org/en/about-girl-scouts/career.html> and click on "Check out our current openings."