

Program Manager

Girl Scouts of the Commonwealth of Virginia

Richmond, VA

About Girl Scouts of the Commonwealth of Virginia

Girl Scouts of the Commonwealth of Virginia serves over 10,000 members across thirty counties and six cities in Central, Northern, Southside, and the Northern Neck regions of Virginia. Girl Scouts is the world's preeminent leadership development organization empowering girls to discover their potential, build confidence, and develop the skills to make a difference in their communities and beyond.

Position Summary

The Program Manager supports the planning, coordination, and delivery of council-led programs and events for girls in grades Brownie through Ambassador. This role works closely with the Program Director to ensure high-quality programming aligned with the Girl Scout Leadership Experience.

The ideal candidate is energetic, organized, and passionate about youth development, with the ability to plan engaging programs, support volunteers, and collaborate with community partners.

Key Responsibilities

- Plan and facilitate engaging Girl Scout programs and activities for girls in grades Brownie through Ambassador
- Coordinate logistics for council programs and events including registration, supplies, facilities, and scheduling
- Deliver both in-person and virtual programming
- Collaborate with community partners and volunteers to expand program opportunities
- Support council-wide initiatives and special events
- Assist with program evaluation, participation tracking, and continuous improvement
- Provide cross-departmental support for Product Programs (Cookie and Fall Product) and Outdoor Programs as needed
- Maintain program records, communications, and operational documentation

Qualifications

- Passion for youth leadership development and community engagement
- Strong organizational and project coordination skills
- Experience planning programs, events, or educational activities
- Ability to collaborate with volunteers, staff, and community partners
- Strong communication and problem-solving skills
- Ability to work independently while managing multiple priorities

Schedule

This position requires occasional evening and weekend work to support Girl Scout programs and events.

Why Join Girl Scouts?

- Make a meaningful impact in the lives of girls
- Work in a collaborative, mission-driven environment
- Help shape leadership experiences for the next generation