



Program Manager

Imagine having the opportunity to create a meaningful employment experience, one that is mission based, meets your career goals and your desire to do socially responsible work. A career where you are a member of a vibrant, inclusive movement dedicated to making the world a better place by teaching all girls leadership skills. What type of organization would you choose?

For more than 100 years, the Girl Scouts of the Commonwealth of Virginia (GSCV) has helped girls develop the skills and confidence they need to succeed in every area of life. In Girl Scouts, girls learn what it takes to be a leader. The leadership development program for girls is based on the Girl Scout Leadership Experience model, which allows girls to discover a positive value system and a strong sense of self, connect with others, build healthy relationships, identify causes that are meaningful, and take action to make the world a better place.

GSCV is adding a Program Manager to the dynamic team. The Program Manager assists in achieving the council's overall membership and retention goals for girls by development, coordination and delivery of quality events, curricula, program marketing materials and related resources as driven by market needs. The Program Manager is responsible for supporting and retaining adult volunteers and girl members by developing and maintaining program partnerships, developing and delivering resources to assist volunteers in their work with girls, and providing volunteer mentoring. The Program Manager works in partnership with other operational and organizational functions to support the organizational mission, goals and strategic priorities.

A successful candidate has a track record in achieving goals, program and resource development and delivery, growing participation in youth and volunteer programs, statistical analysis and development and administration of data collection methods and tools.

Candidate should be willing to work flexible hours including weekends and evenings.

Experience in education, youth-serving or membership-based organization is a plus.

For full description, go to employment section of our website at <http://www.comgirlscouts.org>. To apply for a position, download the GSCV career application and complete the form. Please email application, cover letter, and resume to hr@comgirlscouts.org by February 4, 2024.

Girl Scouts of the Commonwealth of Virginia does not discriminate on the basis of race, color, creed, religion, gender, age, disability, national origin, citizenship, marital status, genetic information, sexual orientation, or any other legally protected status. GSCV supports affirmative action in all aspects of employment and will make reasonable accommodations for physical and mental limitations of applicants when necessary.



Job Title: Program Manager
Department: Program
Reports To: Director of Program



Council Overview

Girl Scouts of the Commonwealth of Virginia serves over 7,000 girls with 5,000 adult volunteer members in (in 30 counties and 6 cities within the Central, Northern, Southside and Eastern (Northern Neck) regions of Virginia). Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Job Summary

The Program Manager assists in achieving the council's overall membership and retention goals for girls by development, coordination and delivery of quality events, curricula, program marketing materials and related resources as driven by market needs. The Program Manager is responsible for supporting and retaining adult volunteers and girl members by developing and maintaining program partnerships, developing and delivering resources to assist volunteers in their work with girls, and providing volunteer mentoring. The Program Manager works in partnership with other operational and organizational functions to support the organizational mission, goals and strategic priorities.

Essential Duties and Responsibilities

Program delivery/resource development

1. Applies expert knowledge of girls, girl issues, the Girl Scout Leadership Experience, the volunteer toolkit, and the National Program Portfolio to support staff and volunteers in delivering high-quality program experiences.
2. Design, develop and deliver progressive and intentional programs in focused areas (STEM, Life Skills, Entrepreneurship).
3. Cultivate and collaborate with key community partners and topic experts to offer unique, state of the art regional opportunities that utilize the National Program Portfolio, are based on the Girl Scout Leadership Experience, respond to the needs and interest of girls, and support the council membership growth plan.
4. Recruit, train and manage volunteers for the effective delivery of girl programming.
5. Develop and manage the evaluation and outcomes measurement process to provide valid research and evaluation data.
6. Assist in achieving the council's membership and retention goals for girls by development, coordination and delivery of quality events, curricula, and additional resources as driven by market needs.

Program Grade Level Support (K-12th grades)

1. Mentor adult volunteers to work with girls in grades K-12 to ensure delivery of programming and services to girls.
2. Gives special attention to supporting girls and volunteers for all Girl Scout Bronze, Silver and Gold Awards projects. Manages the highest awards program for girls and the work of the Girl Scout Gold Award Committee.
3. Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards.
4. Works with cross-functional team to determine or develop innovative strategies to ensure the effective support of troop leaders and program-grade levels within service units.
5. Monitors and provides support for problem solving and conflict resolution in a timely manner.
6. Optimizes use of technology to provide excellent service to volunteers and members.

Experience and Skills:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's Degree; a minimum three years' experience, including program development, delivery and evaluation, business and operating procedures, outcomes and evaluation, marketing and strategic planning.
- Ability to plan intentional programming that incorporates our mission and Girl Scout Leadership Experience.
- Proven ability to grow participation in youth program, recreation administration, and/or similar area.
- Proven track record in statistical analysis and the development and administration of data collection methods and tools.
- Training and experience in teaching purposeful activities to adults and children.
- Strong interest in issues affecting girls and young women.
- Excellent written and verbal communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong interpersonal skills; ability to cultivate, motivate and maintain effective working relationships with staff and volunteers from diverse backgrounds and all organizational levels.
- Ability to work collaboratively on a high-functioning team and have a track record of working effectively with cross-functional teams
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- Ability to manage multiple projects and work in a fast paced, changing environment.
- Project management skills to be able to comply with a budget and be accountable for expenditures, inventories and other Council resources.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to define problems, collect data, establish facts, and draw valid conclusions.
- Good computer skills including proficiency in the most current versions of Windows and Office Suite (Word, Excel, and PowerPoint) and ability to use the Internet and to learn/use specialized or proprietary software.
- Have daily access to dependable transportation, valid driver's license, compliance with the council's policy of automobile insurance limits, and a driving record that meets the requirements for coverage of the council's business auto insurance carrier.
- Ability to work flexible hours, evenings and weekends.