



## **Recruitment Specialist—Seasonal Part-time**

Are you motivating and inspiring to others? Girl Scouts is seeking a strong communicator to recruit girl and adult volunteer members and community partnerships. Share your talents with the world's largest leadership organization and make a difference in a Girl's life!

### **LEARN MORE AND APPLY TODAY!**

[www.gsbadgerland.org](http://www.gsbadgerland.org)

### **APPLICATION PROCEDURE**

Email cover letter and resume to Kathy, Chief Talent Officer, at [HR@gsbadgerland.org](mailto:HR@gsbadgerland.org)

**Job Title:** Seasonal Recruitment Specialist  
**Department:** New Membership  
**Reports To:** Chief Marketing Officer  
**Status:** Seasonal  
**Pay:** Nonexempt, Hourly wage

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### **Job Summary**

Let's invite more girls to be Girl Scouts. The Seasonal Recruitment Specialist schedules and hosts recruitment events throughout the community. Activities may include staffing a booth at a community event, attending a Back to School Night, speaking at a School Talk, or other outreach style events. This position is primarily field-based.

### **Essential Duties and Responsibilities**

Support the Council's goals for girl and adult membership by representing Girl Scouts at community events and sharing the Girl Scout Mission in the field. A successful Recruiter will:

- Participate in recruitment events and activities organized by and through the Council staff.
- Identify and schedule other opportunities not already defined by Badgerland staff.
- Manage event follow-up using Badgerland's guidelines to track leads from event through membership.
- Manage recruitment supplies and inventory materials.
- Be a resource to Badgerland on potential opportunities and relationships with community organizations including corporations, schools, educators, and faith-based institutions to increase awareness of and participation in Girl Scouting.
- Ensure Girl Scouts welcomes all girls and adults by embodying the Girl Scout way of diversity and inclusiveness.

- Willingness and ability to work a flexible schedule with irregular hours, including evenings and weekends as required by position responsibilities; possess a valid Driver's License and have regular access to a reliable vehicle; must be able to work both in an office setting and independently off-site; must be capable of lifting 25 pounds.
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission.
- Perform other related duties as requested to meet the organizational goals.

### **Core competencies and areas of expertise**

- Detail Management – Able to manage a variety of details, materials, and activities in an organized manner
- Self-management and Confidence – An initiative-taker who can work independently with minimal oversight; continually reassessing own skills and identifying areas for improvement; adaptable, organized, and attentive to detail.
- Active Listening - Skillfully uses active listening techniques to create dialogue and build relationships with potential new members, volunteers, staff, and communities.
- Marketing Skill - Promotes visibility and credibility of Girl Scouts. Demonstrates knowledge of the basic principles of marketing (for example, market identification and segmentation, interpretation and use of market data).
- Oral and Written Communication abilities - Communicates clearly and concisely, tailors presentations appropriately for diverse audiences; excellent public speaking and presentation skills; fluent in various communication modes (telephone, email, etc.) with emphasis on in-person communication (one-to-one, small group, and large groups). In partnership with Marketing and Communications, ensures consistent branding, messaging, and product sales messaging is used in all customer interactions.
- Interpersonal Relations - Establishes rapport at all organizational levels; respectful, considerate, and responsive to the feelings and capabilities of others; has demonstrated ability to work with a wide range of sensitive and confidential issues.
- Networking – Expert networker, an active presence in Girl Scout activities, professional and community organizations; builds new relationships and maintains existing relationships with community members to execute the Girl Scout Mission and achieve council goals.
- Excellent computer skills in Microsoft Office including Word, Excel, Outlook; customer relationship management systems, and social networking. Past experience or potential to learn Salesfore.com platform and maximize functionality for tracking and measurement.

### **Education or Experience**

- Must be at least 18 years of age; High School diploma, preferred, but not required.



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Employee Signature

Date