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.gbsbadgerland.org

APPLICATION PROCEDURE
Email cover letter and resume to Kathy, Chief Talent Officer, at HR@gsbadgerland.org

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

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 Salesforce.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.