

## **GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL**

### **POSITION DESCRIPTION**

**POSITION:** Manager, Adult Volunteer Development

**REPORTS TO:** Chief Operating Officer

#### **PRIMARY AREAS OF WORK:**

Manages the development, implementation and evaluation of Council-wide education and recognition of adult volunteers. Analyzes and forecasts education needs of membership and develops curricula and resources to effectively meet those needs. Seeks opportunities to simplify the learning process for volunteers. Ensures implementation of official adult recognition program.

#### **SPECIFIC DUTIES:**

Responsible for the development of in-person trainings and online learning modules to support volunteers in the delivery of Girl Scout program and volunteer management.

Responsible for the development and implementation of processes to ensure that all trainings and resources are developed in collaboration with the appropriate staff and volunteers.

Responsible for the management of a volunteer corps of adult educators. This includes but is not limited to the recruitment, onboarding, support, continuing education and evaluation.

Responsible for Council's electronic platforms for criminal background screening, sharing of best practices (Rallyhood) and troop management (Volunteer Toolkit).

Responsible for the implementation of the GSUSA and Council official adult recognition programs which includes:

- Promotion of the GSUSA and Council official adult recognitions to membership
- Oversight of online nomination process
- Training and support of volunteers responsible for the review and approval of nominations
- Oversight of annual Council-wide recognition events

Consults with staff and administrative volunteers in managing volunteer concerns, conflicts and reassignment opportunities.

Participates on departmental and Council task groups and committees, and serves as a department representative in meetings to promote and advise on volunteer development issues.

Serves as primary liaison to GSUSA staff responsible for volunteer development.

Supervises three specialists and one administrative assistant.

Assures implementation of Council policies and standards.

Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree or equivalent directly related experience.
- Three years' experience developing curricula for adult learners.
- Experience supervising the work of professional staff, and working with volunteers.
- Demonstrated ability to handle multiple projects simultaneously.
- Proficiency in Microsoft Office (or equivalent business software suite) is required.
- Preference may be given to persons with knowledge and experience/ in Girl Scouting.

Position is based at the Connecticut Avenue office of the Council. Position requires travel within entire Council jurisdiction. Own transportation is required; Council will reimburse for mileage associated with travel outside the office. Evenings and weekend work is required.