



Leadership Institute Program Coordinator

GSGNY Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

The Leadership Institute provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.

Troop 6000 is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.

Cybersecurity Programs at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.

Anti-Racist and Anti-Bias Training: We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of training courses.

Camp Kaufmann: The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high-quality outdoor education opportunities for New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description:

To support the planning, organizing, assessment, development, implementation, and management of the Girl Scouts of Greater New York's signature leadership program.

Responsibilities:

- Support the Director in the preparation of the Leadership Program, including but not limited to recruiting new program participants ordering supplies, packing and shipping supplies, and providing customer service.
- Work as a team with staff, facilitators, vendors, and volunteers to ensure program success.
- Be present for all sessions, which includes leading workshops or sessions as necessary, preparing materials, and ensuring quality program delivery.
- Provide administrative and clerical support, including developing confirmations, creating schedules, and providing logistical support.
- Assure that conditions, behavior, interactions, and content are appropriate and conducive to learning and teaching. Assist with supervision of classroom/virtual management processes.
- Provide support to program staff, consultants, and volunteers in managing problems and conflicts, particularly as they relate to the coordination and movement of girls from session to session, ensuring their safety and security, and providing for attendance tracking.
- Assist in providing content to our Marketing Department for the council's social media outlets including Facebook, Twitter, and e-mails via Constant Contact.
- Function as a team member to help achieve Council goals and objectives.
- Interpret and support GSUSA and Council policies and standards.
- Other duties, as deemed necessary.

Qualifications:

- College degree preferred, with previous experience in program development and implementation.
- Experience working with volunteers a plus.
- Excellent verbal, written and interpersonal communications skills.
- Ability to design relevant and responsive programs for girls that reflect the values of the Girl Scout movement.
- Excellent presentation and facilitation skills, and the ability to interact effectively with youth, school administrators, and corporate volunteers.
- Must be able to commit to a flexible work schedule, including frequent Saturday daytime programs and occasional weeknights, and to travel throughout the five boroughs.
- Demonstrated ability to manage multiple responsibilities/deadlines and perform well under pressure.
- Creativity, vision, and the ability to motivate volunteers.
- Proficiency in identifying, analyzing, and solving problems.
- Ability to manage time, work independently, provide customer service, and handle several projects at once.
- Computer-literate, with knowledge of: Microsoft Office applications. Knowledge of grant reporting is a plus.
- Passionate about the work of girls' 6 – 12 grades, and the impact potential of the Girl Scout movement on girl members.

Preferred Qualifications:

- Girl Scouting experience.
- Familiarity with inquiry and project-based learning.
- Past work or volunteer experience within a girls' only environment.
- Prior experience working with volunteers.
- CPR/First Aid certification.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to lift to 50 pounds of force occasionally, and/or up to 20 pounds of force, frequently, and/or 20 pounds of force constantly to move objects
- Ability to stand for extended periods of time while leading programming
- Other demands, as determined by council.

COVID Guidelines:

The health and safety of our staff, girls and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

Compensation & Benefits:

- \$45,000- 50,000 annual salary
- Comprehensive benefits including options for health, dental & vision coverage, Flexible Spending Account/FSA, commuter benefits, 403(b) retirement savings plan with employer match, and generous PTO.

To Apply:

Please send your resume and cover letter to apply@girlscoutsnyc.org. Please include "Leadership Institute Program Coordinator" in the subject line of your email. The Girl Scouts of Greater New York offers a comprehensive benefits package. The salary range for this position is \$45,000 – \$50,000, commensurate with experience. While the Girl Scouts of Greater New York Team is currently working remotely, the organization expects to return to the office this summer.

Resumes submitted without a cover letter will not be considered. No phone calls, please.

The Girl Scouts of Greater New York are an Equal Opportunity Employer.

We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.