



## Manager, Life Skills and Highest Awards

### The Opportunity

The **Manager, Life Skills and Highest Awards** supports the execution of programmatic strategic plans for leadership experiences including the highest awards based on the Girl Scout Life Skills program portfolio. Reporting to the Sr. Director of Programs, the **Manager, Life Skills and Highest Awards** will work collaboratively across the entire organization and will support the planning, organization, and implementation of Highest Awards, Leadership events and trainings, and special funded initiatives based on defined objectives and KPIs. They will supervise the two Life Skills and Highest Awards Coordinators.

### 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 trainings.
- **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 to 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.

## Responsibilities

Reporting to the Sr. Director of Programs, the **Manager, Life Skills and Highest Awards** will:

- Manage, supervise and coach two Life Skills and Highest Award Program Coordinators
- Oversee the development, management and implementation of Life Skills and Highest Awards KPIs; ensuring high quality program content, delivering dynamic in-person and virtual events, building and expanding on existing resources all while meeting funding requirements and Girl Scout needs.
- Along with the Sr. Director of Programs, guides the development the programmatic strategic framework to drive intentional growth and a yearly planning process around key goals and objectives that drive an increase in performance around age-specific programming, highest awards, and member retention.
- Ensure age-specific programming and Highest Awards Girl Scouts programs are centered around the GS programmatic pillars, aligned with the national programmatic strategy, and provide opportunity for Girl Scouts to attain the desired Girl Scout leadership outcomes.
- Review and update programmatic curriculums for special funded initiatives, based on current goals, program outcomes, and the national program portfolio relevance.
- Deploys programmatic resources including program playbooks, badge programs, event models, series models, and volunteer trainings. Identifies and secures subject matter experts and partners to support delivery of GS programs.
- Participate, encourage and strengthen volunteer communication, supporting membership strategies and providing guidance to council's highest awards volunteer committee.
- Leads the development of volunteer trainings as it relates to program delivery for this portfolio.
- Conduct and implement research, analyze program trends, develop dashboards, identify proper GSLE trainings, and provide briefings for meetings.
- Participate in the goal-setting process to determine the metric and revenue goals, in partnership with the Sr. Director of Program and the VP, Girl Leadership Experience.
- Meet regularly with potential and current funders individually as well as in partnership with the C-suite team and/Program team members to build enduring relationships with funders, corporate and community partners.
- Enthusiastically collaborate with program staff and other members of GSGNY team to achieve the council's collective goals. Identifying opportunities that advance GSGNY's mission to ensure a wholesome, impactful, educational Girl Scout experience for all members.
- Attend select Girl Scout events, governance meetings, board/funder meetings, recognition events, program site visits and community events among others.
- Other duties as assigned.

## Qualifications

- Minimum 2 years of experience in developing and carrying out community-based programs, event and volunteer management, and/or working with youth.
- Exceptional attention to detail; able to accomplish all aspects of the development function from basic administrative tasks to high-level strategy.
- Expertise in planning programs with metrics and rubrics to assess outcomes.
- Excellent project management skills, including the ability to establish and monitor priorities, and meet deadlines in a fast-paced environment.
- Demonstration of initiative, flexibility, and resourcefulness in working effectively on multiple projects.
- Outstanding written and presentation skills with the ability to speak clearly, write persuasively, and listen attentively.
- Supervisory experience or strong desire to be a collaborative, intentional supervisor and mentor willing to take required supervisory training.
- Experience with budgeting and financial management.
- Ability to work independently, as well as in a team, with a track record of collaborating successfully with diverse staff and culturally diverse communities.
- Ability to work evenings and weekends in-person and remotely for program events. Travel throughout the 5 boroughs is required.
- Familiarity with New York City's community-based organizations preferred, especially in the areas of youth development, environmental education, outdoor adventure, and/or girls empowerment.
- Belief in and commitment to the principles of the Girl Scout movement.

## 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 by September 17, 2021, as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

## Compensation & Benefits

- \$58,500 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](mailto:apply@girlscoutsnyc.org). Please include “**Manager, Life Skills and Highest Awards**” in the subject line of your email. The Girl Scouts of Greater New York offers a comprehensive benefits package. The Girl Scouts of Greater New York Team has a hybrid working policy in place.

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.