Job Title: Program Manager  
Department: Girl Programming and Outdoors  
Reports To: Senior Director of Programs  
FLSA Status: EXEMPT

Position Summary
The Program Manager is responsible for developing, implementing and evaluating Girl Scout programming opportunities within a defined geographic region of the Gateway Council. This staff member will facilitate the delivery of programs through special events, partnerships, camps, and other Council-wide program opportunities. This person will initiate new and innovative programs that utilize the National Program Portfolio in the pillars of S.T.E.M, the outdoors, entrepreneurship, and life skills. Through programming, this position is responsible for supporting the retention and growth of girl and adult membership to meet Council goals and objectives. The Program Manager collaborates cross-functionally with other departments to ensure achievement of the goals of Girl Scouts of Gateway Council.

Essential Duties and Responsibilities
- Develops and nurtures new program partnerships to enrich the Girl Scout Leadership Experience and support strategic direction of department.
- Coordinates quality events, curricula, and additional resources as driven by market and grant requirements.
- Measures quality and relevance of Girl Scout program offerings through collection of relevant data. Interprets and implements data findings into future programming.
- Recruits, trains and coordinates volunteers and facilitators ensuring effective delivery of programming.
- Assist in the creation of and monitors yearly budget for assigned events and programs.
- Ensures program effectiveness and profitability while ensuring affordable programming to all members.
- Responsible for Volunteer Relations & Management – including recruiting, delegating and recognizing volunteers.
- Ensure program delivery is in adherence with Council Volunteer Policies and Procedures, Safety Activity Check Points, guidelines included in the National Program Portfolio and all applicable local, state and federal laws.
- Interprets the Girl Scout Leadership Experience philosophy and the council’s policies, procedures and standards as applied to all council programs and events.
- Other duties as assigned.

Qualifications
- Bachelor’s Degree Required
- 2+ years professional experience working with girls, youth-focused non-profits, curriculum development or programming.
- Prior experience in nonprofits, programming, or curriculum development
- Excellent verbal and written communication skills
- Exceptional problem-solving ability
- Self-motivated and disciplined to achieve set goals
- Solid understanding and capable user of Customer Relations Software, Microsoft Office Suite and social networking
- Valid Florida vehicle license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography
- Ability to work under minimal supervision and take initiative in making decisions.
- Excellent oral and written communication skills.
Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to sit upright for extended periods of time.
- Sufficient visual acuity to make appropriate judgments regarding Girl Scout materials.
- Ability to travel to and/or attend offsite meetings.
- Physical ability to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift, and move objects up to 50 pounds at shoulder height, and occasionally lift in excess of 50 pounds.
- Demonstrated normal depth perception.
- See and read printed materials, with or without visual aids; distinguish colors; read and understand rules and policies, labels and instructions.
- Verbal communication including the ability to speak and hear at normal room levels.
- Other demands, as determined by the employer.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature: __________________________________________ Date __________

Supervisor Signature: __________________________________________ Date __________