



Association of Girl Scout Executive Staff

“Committed to Professional Excellence”

Job Announcement

Position Title: Vice President of Volunteer Development and Regional Service Delivery for Girl Scouts of Greater Los Angeles (GSGLA)

Classification: Exempt

Department: Volunteer Development

Reports To: Chief Service Delivery Officer

Location: Westside of Los Angeles

SUMMARY:

Lead the development and implementation of a comprehensive volunteer management system that includes training, volunteer intake, tracking and placement of volunteers. Manage staff support to Council Adult Learning Facilitators. Provide direction to increase recruitment of volunteers who represent all of council jurisdiction. Responsibility for the development of volunteers for all delivery pathways. Participate in implementation of local and national initiatives. Ensure that volunteer recruitment and retention occurs in all volunteer pathways. Assist the Council in meeting all council goals by exhibiting a positive attitude in all professional relationships to promote a healthy and positive image of Girl Scouting as an all-inclusive organization. Manage according to GSGLA values. Ensure teamwork with all service delivery functions. Support council fundraising efforts. Serve council as a member of the senior leadership team, assist with providing direction and leading the strategic initiative to increase our volunteer base.

ESSENTIAL DUTIES and RESPONSIBILITIES include but are not limited to:

- Oversee implementation of the volunteer on-boarding process including recruitment, selection, background and reference checks are accomplished in a welcoming and nurturing manner.
- Create and manage training initiatives including updates and revisions to training modules as needed to support the Girl Scout Leadership Experience.
- Ensure volunteer recruitment throughout the council by attending a variety of community events, volunteer fairs and similar activities for the purpose of identifying and recruiting volunteers.
- Maintain clear and ongoing communications and partnerships with adult learning facilitators.
- Seeks input from volunteer teams as to direction and roles that volunteers feel is in the best interest of others.
- Oversee coordination of volunteer planning with council training registrars to ensure a timely and accurate submittal and record keeping process and volunteer data collection.
- Manage volunteer and staff to support department events including annual adult recognition event, leader conferences, trainer conferences and related workshops.
- Develop staff performance goals and plans of work in line with council goals, objectives and budget.
- Monitor council needs and trends to develop goals and objectives and plans of work that align with council goals, objectives and budget.
- Ensure department reaches out to all racial/ethnic, socioeconomic, religious groups and those with disabilities.
- Support and promote all council department activities such as product program activities and staff trainings/orientations.
- Participate in cross-functional teams as necessary.
- Develop and maintain appropriate cooperative/collaborative community relationships.
- Other duties as assigned.



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EXPERIENCE and QUALIFICATIONS

- Minimum five years managerial experience, budget responsibilities, project-management skills.
- Minimum 3 years in non-profit organization; experience in Girl Scout organization required.
- Undergraduate degree required; masters degree a plus
- Ability to lead others in a strategic, action-oriented manner.
- Dedication to customer service in all interaction, understanding and experience in volunteer environment.
- Effective decision making with a high level of personal integrity and professionalism.
- Team building and collaborative skills.
- Proven communication skills to all levels of the organization.
- Dedicated and proactive in supporting Council diversity.
- Leads by example; self-motivated and energetic in performance of duties.
- Demonstrates commitment to Girl Scout Mission.

In return we offer a friendly and welcoming work place and the opportunity to work for a well respected organization. Our benefits include Medical/dental/vision/403(b)/ Life/LTD available 1st of the month following 30 days of employment plus generous paid time off.

No calls, faxes or recruiters please. Sorry, we are unable to acknowledge individual receipt of resumes. Please send resume with salary requirements. Put job code “Alumnae” in subject line.
careers@girlscoutsla.org