



*Association of Girl Scout Executive Staff*

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“Committed to Professional Excellence”

**Girl Scouts – Arizona Cactus-Pine, Inc.  
Job Description**

**Senior Associate-General Operations**

**Position Summary**

Provides operational direction and oversight for administrative functions including finance. Ensure strong operational policies and procedures from all operational functions. Oversee development in areas with critical transition.

**Reports to**

Executive Services Response Team (ESRT)

**FLSA Status**

Regular, full-time, exempt

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**Broad Accountabilities:**

- Ensure the health and well-being of the Council as an ESRT member while working with areas of critical transition.
- Serve as an Advisor to interpret current needs and interests of the Council to inspire and encourage innovative ideas in the teams.
- As an advisor work with teams dealing with issues of critical transition to support innovation, development and implementation of new procedures and needed staff training. Initial areas will include finance, registration, training, leadership development and property.
- Support the Board of Directors as an ESRT member by carrying out policies and standards of the Council. Serve as staff support to Committees and task groups of the Board of Directors.

**Team Membership:**

- Executive Services Response Team
- Advisor and other teams as assigned



**Qualifications:**

- Demonstrate behavior consistent with the core competencies, core values and beliefs of the organization.
- A Commitment to the aims and purposes of the Girl Scout movement, including the belief in the importance of the volunteer organization in our society.
- Demonstrate ability to manage a complex team oriented systems of support to volunteers that values the coordination of human effort through inspiration, education, cooperation and love versus the use of positional power, dominance and the promotion of compliance and fear.
- Ability to communicate effectively with a diverse population including adults and girls.
- Join and maintain formal membership in the Girl Scouts of the U.S.A.
- Valid Arizona driver’s license and access to insured and reliable transportation.
- Willingness to take responsibility for self-directed learning and participate in staff development opportunities when offered.
- Knowledge of, or willingness to learn, the Girl Scout program.
- A minimum of five years experience in a senior leadership role and general management with a broad responsibility for finance and operations
- Experience in property development, adult training and girl program, highly desirable
- A graduate degree in business or a related field is preferred or the equivalent in additional experience.
- Demonstrated ability to coordinate, advise or guide the work of others as a supervisor and/or advisor.

**Physical Abilities**

- Must be available to work a variety of hours, including evenings and weekends.
- Ability to sit at a computer station for two hours at a time.
- Ability to lift a minimum of 25 pounds without difficulty.
- Ability to climb stairs.

Click on this link to apply: <https://home.eease.com/recruit/?id=494632> or visit our website at [www.girlscoutsaz.org](http://www.girlscoutsaz.org).

GSACPC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veterans in accordance with applicable federal, state and local laws.