



POSITION DESCRIPTION

Girl Scouts of Northern New Jersey will be recognized as the premier leadership development program that nurtures, inspires and empowers girls.

Position Title: Program Manager
Salary Grade: Exempt, Salary Grade 7 – Full Time
Reports To: Director of Program
Location: Paterson

Position Summary: The Program Manager retains girl/adult membership by ensuring that the Girl Scout Leadership Experience is accessible to all girls and qualified adults. The manager will develop high quality programming focused on STEAM (science, technology, engineering, arts and math) the outdoors, life skills development, entrepreneurial, career and college readiness.

Primary Responsibilities:

- Develops, implements, and evaluates elements of a forward-thinking, gender reinforcing, youth-driven, community based out-of-school time program for K-12 grade students in the areas of STEAM, the outdoors, life skills development, entrepreneurialism, career and college readiness.
- Collaborates with the Director of Program to strategically plan the transformation of existing programs and creation of new programming to address emerging interests and needs of girls and their families.
- Provides direct programming in which girls will have sample opportunities to lead and direct projects.
- Performs program evaluations and timely reporting, ensuring that program events and activities have annual work plans with measurable outcomes.
- Represents the council at community meetings and gatherings relevant to the Girl Scout Leadership Experience.
- Serves as a program liaison, developing intentional collaborations with community organizations/businesses to enhance program services for girls.
- Provides the Director of Program with regular analysis of program participation, outcomes, and financial performance.
- Applies expert knowledge of girls, girl issues, and the Girl Scout Leadership Experience to staff and volunteers in delivering high-quality program experiences to a growing number of diverse girls.
- Plans, designs and delivers innovative grant funded programs relevant for intended audience. Works collaboratively with staff colleagues to deliver and report on outcomes of grant funded programs.
- Recruits, selects and hires qualified adults in assigned geographic areas to assist with delivery.



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- Oversees the development and implementation of summer camp to meet the needs of girls, parents and caregivers and community partners.
- Helps foster and implement the council's policy to strive for a volunteer, employee and program participant population reflective of the area's religious, racial, ethnic, social and economic diversity.
- Performs other duties as assigned.

Staff members are accountable for achieving their performance goals that collectively enable GSNNJ to reach our council goals. Each staff member is expected to take an active role in all areas of operations, especially by being alert to opportunities to identify and engage potential volunteers, girl members, donors, vendors, collaborators, etc. and providing contact information to the appropriate staff person.

Each employee is a representative of Girl Scouts of Northern New Jersey. Others form their impressions of GSNNJ based, in part, on their interaction with employees. Every personal contact made by a GSNNJ employee could be a current or potential donor; thus, these impressions can influence donor actions. Each employee is expected to take an active role in development by being alert to opportunities to identify potential new donors and providing contact information to the Chief Development Officer. On occasion, employees may be asked to participate in site visits and/or follow-up calls with contacts.

Education, Skills, Experience Requirement:

- Minimum of two years of education and/or experience in youth development, child psychology, education, social work or related field preferred, working within youth, teen, or family programming.
- A positive attitude, integrity and interest in helping girls reach their fullest potential.
- Effective verbal and written communications skills; detail-oriented and organized.
- Strong community relationships, relationship management, effective outreach relationship skills, and problem-solving skills.
- Knowledge of program development and evaluation methodologies.
- Ability to be creative and flexible in responding to changing priorities and emerging needs.
- Ability to manage time effectively, prioritize and meet deadlines, and to manage several activities simultaneously.
- Ability to work independently with limited supervision.
- Ability to work nights and weekends.



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- Ability to perform a variety of physical activities with program participants.
- Ability to lift and move up to 30 pounds.
- Membership in GSUSA is required upon employment and annually thereafter.
- Ability to travel occasionally throughout the jurisdiction to attend meetings during the day/evening/weekend.
- Valid driver's license, reliable automobile and auto insurance.

Employee Signature

Date

Supervisor Signature

Date