

**GIRL SCOUTS OF GULFCOAST FLORIDA, INC.**  
**POSITION DESCRIPTION**  
[www.gsgcf.org](http://www.gsgcf.org)

**POSITION POSTING**

For consideration, email your resume and cover letter outlining your interest to [hr@gsgcf.org](mailto:hr@gsgcf.org)

**Position Title:** Program Manager  
**Team:** Member Experience Team  
**Reports To:** Chief Experience Officer  
**Schedule:** Tuesday-Friday (7:30am-5:30pm) with some evenings and weekends; and occasional overnights  
**Location:** Office (Sarasota – W) and local home-based remote (T/TH/F); council properties; community venues; council wide travel; occasional travel opportunities  
**Status:** Full time Exempt  
**Posting Date:** September 11, 2025  
**Salary:** \$48,000 (estimated starting) annualized and benefits

**Position Summary:**

The Program Manager is responsible for the creation and management of an integrated program delivery and trainings plan for nationally consistent leadership development experience customized activities that are grade-level appropriate and meet the needs, preferences, and interests of current and prospective girl members to support retention and new member engagement. The Manager works with girl and adult advisory teams and volunteers, internal colleagues, and external constituencies to develop and implement opportunities, events, and activities.

**Essential Duties and Accountabilities:**

1. Develops and implements an integrated program delivery and learning plan focusing on the creation of customized activities that are grade-level appropriate and meet the needs, preferences, and interests of current and prospective girl members.
2. Works in partnership with girls, administrative volunteers, and colleagues to develop and implement council-wide programs, initiatives and resources aligned with national offerings to meet the needs, interests, and preferences of girl members.
3. Applies expert knowledge of girls' development, the Girl Scout Leadership Experience, and the National Program Portfolio to ensure that programming is aligned, delivered, and enriched through the mobilization of volunteers and local partnerships, resources, and subject matter experts.
4. Ensures that all programs and activities are consistent with GSUSA guidelines, GSUSA health and safety standards, council policies, and local, state, and federal laws.
5. Ensures that outcomes assessments are completed for all assigned program options and reviewed to provide feedback on experience and inform future programming.
6. Prepares and manages budgets for assigned Girl Scout program functions and ensures support systems and resources are provided.
7. Assists in the creation of grant related programming applications and proposals and is responsible for program grant expenditures and reporting.
8. Facilitates the development and implementation of the girl outdoor training courses to include outdoor skills, canoe/kayak, archery, low ropes challenge course, first aid/CPR, babysitting, and lifeguard certification.
9. Recruits, trains, and manages selected volunteers for facilitation of council programs.
10. Manages the council's outdoor equipment for programming.

11. Assists with the High Awards process – Bronze, Silver, and Gold – to provide education and support to increase engagement and earning of these prestigious awards.
12. Promotes and establishes collaborative relationships with community organizations, agencies, and businesses to identify and engage topic area experts, supplemental activities that expand the possibilities for girls across the council, and support for volunteers in the delivery of high-quality experiences.
13. Keeps informed of trends and issues in the community affecting girls and council services; monitors GSUSA's changes, trends, and requirements related to the Girl Scout Leadership Experience and council offerings.
14. Participates in the development of council action plans, short-term and long-term strategies, budgets, and risk management systems.
15. Supports the strategic priorities of the council.
16. Carries out other duties as assigned by supervisor.

### **Education, Experience, Skills and Qualifications**

- Support the mission, principles, values, and standards of the Girl Scout Movement including the Girl Scout Promise and Girl Scout Law; willingness to be a member of GSUSA
- Prior three-year minimum position-related experience or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position required
- Associate or bachelor's degree desirable
- Competencies in leadership, management, mentoring and coaching, training, curriculum development, program and event planning, volunteer management, collaborative project management, interpersonal skills, and customer service
- Experience in developing and facilitating girl program and learning
- Knowledge of outdoor activities and camping preferred
- Excellent written/verbal communications skills
- Proficient computer and technology skills, social media, and Microsoft Outlook, Excel, Word
- Ability to think critically, organize, plan, and implement multi-faceted workload with minimum supervision and as a member of cross-functional teams
- Work requires physical strength and agility to safely perform all essential functions, including the ability to lift, carry, push, or pull (minimum 20/25 pounds) job-related equipment without assistance
- Ability to travel during day and night hours and perform tasks outdoors under varying climatic conditions and indoors in environmentally controlled conditions
- Daily access to transportation, automobile insurance, and ability to transport supplies
- Ability to work a flexible schedule, including some evenings, weekends, and overnights
- First Aid/CPR certification or willingness to obtain
- Bilingual in Spanish and knowledge of culture desirable
- The physical demands and work environment 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.

This does not constitute a contract and is subject to revisions at the employer's discretion.  
 Equal Opportunity Employer/Drug Free Workplace