

**GIRL SCOUTS OF GULFCOAST FLORIDA, INC.**  
4780 Cattlemen Road, Sarasota, FL 34233  
[www.gsgcf.org](http://www.gsgcf.org)

**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Community Manager – Sarasota County</b>
<b>Team:</b>	<b>Member Engagement Team</b>
<b>Reports To:</b>	<b>Director of Member Engagement</b>
<b>Schedule:</b>	<b>Varied with council business hours (Tuesday-Friday) with some Mondays, evenings and weekends</b>
<b>Status:</b>	<b>Full time Exempt</b>
<b>Location:</b>	<b>Remote out-based in assigned area, community venues, council properties, and council-wide travel</b>
<b>Salary:</b>	<b>\$48,000 (estimated starting) annualized and benefits</b>
<b>Date:</b>	<b>March 12, 2026</b>

**Position Summary**

The Community Manager is responsible for developing and executing effective recruitment and retention strategies to increase awareness and sustain participation in Girl Scouting. The Community Manager represents and extends Girl Scouting in the community through presentations, collaborative efforts, and networking opportunities to ensure the Girl Scout program is accessible throughout the assigned area and across demographic groups. Works collaboratively to provide guidance and support to service unit team and troop volunteers to enhance the Girl Scout Leadership Experience.

**Essential Duties and Responsibilities**

1. Contributes to the council's strategic goals of girl and adult membership growth and retention by working collaboratively with cross-functional teams in developing and implementing membership strategies in assigned areas.
2. Designs and implements a comprehensive plan for girl and adult membership growth in targeted areas by researching market data, membership trends, and other pertinent information relevant to assigned geographic areas.
3. Provides ongoing guidance, leadership, supervision, and coaching to service unit volunteers and troop volunteers by guiding the development and implementation of their plans of work, and attending leader and service unit team meetings to support the Volunteer Management Process.
4. Manages day-to-day administrative tasks while following prescribed policies, protocols, and procedures to include calendar management, weekly reporting, and mileage and expense reporting.
5. Seeks opportunities, cultivates and maintains relationships with community leaders, organizations, corporations, schools and educators, and faith-based institutions to increase awareness, support, and participation in Girl Scouting within targeted areas to positively impact membership growth.
6. Prepares action plans and schedules to identify specific targets and to project the number of contacts to be made in order to generate leads to meet benchmark membership goals. Prepares a variety of status reports, including activity, follow-up, and adherence to goals.
7. Follows up on qualified adult leadership leads via Salesforce, email, telephone, and referrals within assigned geographic areas to provide orientations to support existing troop leadership changes and meet new troop goals.

8. Establishes new funded troops based on community needs and provides support to leadership team with recruitment and retention efforts.
9. Promotes and assists with council wide activities and resource development endeavors.
10. Provides exceptional customer experience using appropriate written and verbal communication to internal and external stakeholders and performs all duties and handles all matters with tact, diplomacy, and complete confidentiality in a courteous, timely, and knowledgeable manner.
11. Supports the strategic priorities of the council.
12. Performs 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 two-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 sales, membership marketing and cultivation, public speaking and presentations, exceptional customer service, volunteer management, collaborative project management, and interpersonal skills
- Excellent written/verbal communication skills
- Proficient computer and technology skills, ability to perform accurate data entry, and utilize data management software (Salesforce desirable) and Microsoft Outlook, Word, Excel, and PowerPoint
- Ability to think critically, organize, plan, and implement multi-faceted workload with minimum supervision and as a member of cross-functional teams
- Requires ability to work for extended periods of time at a keyboard/phone/workstation and perform tasks in a busy environment where noise level is moderate
- 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 and indoors under varying climatic conditions
- Ability to work an outbased flexible schedule, to include some Mondays, evenings and weekends
- Daily access to transportation, automobile insurance, and ability to transport supplies
- 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 document does not constitute a contract and is subject to revisions at the employer's discretion.  
Equal Opportunity Employer/Drug Free Workplace