

GIRL SCOUTS OF GULFCOAST FLORIDA, INC.

www.gsgcf.org

JOB DESCRIPTION AND POSITION POSTING

For consideration, email your resume and cover letter outlining your interest to hr@gsgcf.org

Position Title:	Juliette Coordinator
Team:	Member Engagement Team
Reports To:	Director of Member Engagement
Schedule:	Part time average 15 hours per week; varied with day, evenings, weekends, and occasional overnights
Location:	Hybrid remote and in-person with virtual meetings and Juliette activities; GSGCF council-wide travel; occasional travel opportunities
Status:	Part Time Non-Exempt, no benefits
Rate of Pay:	\$20 per hour
Posting Date:	May 19, 2023 until position filled

Position Summary:

The Juliette Coordinator is the point of contact for Juliette adult mentors and Juliette girls within the council to enrich the Juliette experience, share information on resources and events, and to support girls as they work toward badges, Journeys, highest awards, and participate in product programs. Works directly with the service unit teams, Juliette girls and their mentors, and other council staff.

Essential Duties and Accountabilities:

1. Acts as a knowledgeable and collaborative liaison between the council, service unit teams and local Juliettes and Juliette mentors and shares information and resources.
2. Uses girl-led strategies to plan and implement in person events, activities, and camping trips.
3. Supports Juliettes and Juliette mentors by answering questions and providing training, support, and encouragement to enrich the Juliette experience.
4. Works with service unit teams to ensure Juliettes have the opportunity to participate in service unit events.
5. Provides a monthly Juliette patch program.
6. Supports girls seeking to earn the Girl Scout Bronze Award, Girl Scout Silver Award, and Girl Scout Gold Awards to increase engagement and earning of these prestigious awards.
7. Works with the Program Manager and service unit product program coordinators to ensure Juliettes have the opportunity to participate in the Fall Product and Cookie Programs.
8. Reviews Salesforce bi-weekly information for new Juliette members or for members placed in IRG seeking a troop and engages with them accordingly. Shares information with girls from disbanding troops on ways they can continue with Girl Scouts.
9. Maintains the Juliette Facebook page to update with opportunities and council information.
10. Hosts a monthly virtual meeting for Juliette members.
11. Hosts a quarterly Juliette Mentor virtual meeting.
12. Enthusiastically shares information and promotes vibrant communication with Juliettes within the council.
13. Manages the Juliette bank account.
14. Attends or chaperones events in partnership with Juliette Mentors.

15. Ensures that all activities are consistent with the Foundational Girl Scout Experience, GSGCF Volunteer Handbook and Service Team Handbook, GSUSA guidelines, GSUSA health and safety standards, council policies, and local, state, and federal laws.
16. Maintains current certifications in First Aid/CPR and Outdoor Skills.
17. Ensures that diversity and pluralism are embraced and incorporated into the work of the council.
18. Supports the strategic priorities of the council.
19. Carries out other duties as assigned by supervisor.

Experience, Skills and Qualifications:

- Belief in the mission, principles, values and standards of the Girl Scout Movement
- Willingness to take appropriate training and be a member of GSUSA
- Registered and approved Girl Scout adult volunteer who lives the values of the Girl Scout philosophy and adheres to GSGCF policies and ways of work preferred
- 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
- Knowledge of outdoor activities and camping desirable
- Excellent written/verbal communications skills and the ability to interact with all levels within the organization and external stakeholders
- Proficient computer operation skills and in use of technology, social media (Facebook), and Microsoft Office Suite applications, and online platforms such as Zoom and GoToWebinar
- Ability to think critically, organize, plan and implement multi-faceted work load with minimum supervision and as a member of cross-functional teams
- Ability to creatively solve problems and successfully resolve conflict in professional manner
- Ability to work with persons of all racial, ethnic, social and economic backgrounds
- 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 perform tasks outdoors under varying climatic conditions and indoors in environmentally controlled conditions
- Daily access to transportation, along with documentation of required 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 – Spanish 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