



Job Description

Mission Delivery Intern

SUPERVISOR: Membership Director
FLSA STATUS: Exempt
Position Timespan: June 8, 2020 – July 31, 2020
Position Stipend: \$3,200 for 8-week period

DEPARTMENT: Mission Delivery
LAST UPDATED: October 22, 2019

RESPONSIBILITIES:

a. POSITION PURPOSE

A key member of the Mission Delivery Department, the Mission Delivery Intern's purpose is to develop partnerships with the Hispanic community in their geographic area, focused primarily on churches, with the intention of recruiting volunteers and girls to supplement and strengthen the Girl Scout program in the Hispanic community. The Intern will also assist in various other roles including but not limited to developing and delivering direct training to volunteers, community cultivation, and providing support to current members.

b. DUTIES

- Establishes and maintains meaningful relationships with community organizations, educational institutions, corporations, faith-based organizations, and other community constituents.
- Contacts regular and potential community partners to generate awareness of Girl Scouts and generate leads.
- Plans and implements effective, lead generating, recruiting activities in underserved areas
- Recruits volunteers to work with girls in a variety of settings using traditional and non-traditional means.
- Develops and administers effective special short-term programs in underserved areas
- Works closely with the Recruitment Director, Volunteer Director and Program Director to achieve the council's objectives.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council and the community.
- Works collaboratively with all Council departments to ensure council program and initiatives are successfully marketed to girl and adult membership.
- Supports Council, regional, and functional efforts.

c. COMMUNITY IMPACT

By sharing the benefits that Girl Scouts brings to girls, families, and communities and developing connections with community leaders for the purposes of recruiting volunteers and girls, the potential for significant positive impact in the Hispanic community of Northwest Arkansas is quite high for this very visible role.

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required

- Knowledge, experience or a desire to gain experience in marketing, public relations, communications, community cultivation and partnership building.
- Demonstrated customer service skills.
- Valid driver's license, safe driving record, and current automobile insurance.

Preferred

- The ability to speak/write in Spanish.
- Knowledge of Girl Scout Leadership Experience.

- Experience in sales and/or customer service.

ABILITY AND SKILLS QUALIFICATIONS

- Subscribes to the principles of the Girl Scout Movement.
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines.
- Strong human relations skills and have ability to work well with people of diverse backgrounds
- Ability to exercise good judgement
- Excellent written and oral communication skills
- Excellent computer skills
- Solution driven with the ability to effectively problem solve
- Ability to motivate others and encourage them toward the Girl Scout Leadership Experience
- Excellent leadership qualities which include the ability to collaborate, organize, and work effectively while using creativity in problem solving.
- Strong knowledge of marketing skills and/or willingness to become proficient.
- Skills in networking with internal and external stakeholders to bring awareness of the Girl Scout Program
- Work requires normal physical effort for primarily an office environment; some physical effort in handling of materials or boxes and tools or equipment of up to 25 pounds in non-strenuous work. Some periods of continual standing or walking may be required.
- Ability to perform duties including but not limited to; public speaking for large audiences, hands on program delivery working with Girl and Adult members, and be able to work in the outdoor elements

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

Will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through:

- Marketing
- Public relations
- Communications
- Community cultivation
- Partnership building

B. SKILL DEVELOPMENT

Will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through development of the following skills:

- Public speaking and presentations to small and large groups
- Managing multiple priorities in short time spans
- Networking with both internal and external stakeholders
- Using resources wisely to obtain desired outcomes

C. PERSONAL GROWTH AND DEVELOPMENT

The Mission Delivery Intern will have the opportunity to experience personal growth and development through the E.P.I.C. cultural expectations of all employees of the council:

- **Empathy** – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.
- **Possibility Thinking** – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other's ideas.
- **Innovation** – Knows the business. Thinks in unique and independent ways. Communicates ideas effectively. Learns from smart risk taking and failure. Pursues a standard of excellence.

- **Courageous Leadership** – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.

SUPERVISORY ACCOUNTABILITIES

Staff: None

Committee(s): None

HOURS AND TRAVEL

- Flexible schedule, including frequent nights and weekends. Travel to troop sites and other requested meetings will be reimbursed at mileage rates in force per company policy.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.

Employee Name	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date