

# Youth Development Program Specialist

## Holyoke, MA

As a professional Girl Scout employee, you will receive training and gain hands-on experience to build your resume, including:

- Leadership Development – the Girl Scout Leadership Experience is the result of 110 years of delivering age-appropriate youth development programming for girls
- Salesforce – a leading customer relationship management (CRM) software application
- Looker – software application recently acquired by Google that supports data driven decision-making

We can't snap our fingers and make everything right with the world but we can help girls take steps to be ready and resilient when things get tough. You can directly help girls improve their lives by engaging in topics like healthy eating and body image, living life under a social media microscope, social justice, making strong connections with the outdoors, and learning business basics by running their own Girl Scout Cookie business. Starting pay is \$38,000 - \$40,000/year, depending on skill level and experience.

We are committed to building a robust organizational culture where diversity, equity, and inclusion are at its core. We denounce racism, violence, injustice, and inequity. We strive to ensure that ALL who engage in this community are valued and recognized, and that they find a true sense of belonging. Some families don't know much about us or don't realize there is a place for them in Girl Scouts. To best serve all communities, familiarity with the Hispanic culture and fluency in Spanish are a plus.

### **What will a typical day look like in this job?**

This job features variety – in work location, responsibilities, and work hours. After initial training on the Girl Scout program, our computer applications, and ways of work, you'll be engaged in planning as well as leading program activities. Typical duties could include contacting program vendors, leading an after-school discussion with girls about cyberbullying, teaching archery on a Saturday afternoon, inspiring creativity and exploration at our MakerZone, or guiding a robotics team on a weekday evening.

### **What experiences and qualifications are key to success in the position?**

- Experience creating and delivering program activities for children and teens that girls are excited to tell their friends about
- Certification, knowledge, or willingness to learn outdoor skills
- Enjoy meeting people, networking, and forming teams to deliver program activities

- Genuine commitment to social justice and inclusion
- Excellent communicator – with children, teens, and their families (fluency in Spanish is preferred but not required)
- Organized and responsive
- Good computer skills and ability to present virtual programs (or willingness to learn)
- Dependable transportation, valid driver’s license and willing to travel (mostly in central MA) to meet girls, their families and volunteers where and when they are available, which includes some evenings and weekends.
- Available to work 35-40 hours each week
- Agree to a criminal background check
- Current COVID-19 vaccination

**What does Girl Scouts of Central and Western Massachusetts provide for you?**

We are a team of 35 staff members working together to build girls of courage, confidence, and character who make the world a better place! There are six people on the program staff team who work hard, support each other, celebrate accomplishments, and have fun!

Flexible work schedules (35-40 hrs/wk) allow us to meet with community groups, girls, their families and volunteers where and when they are available. Supervisors may allow occasional remote work. We reimburse for mileage and some evening and weekend work is required. This position is based in our Holyoke Leadership Center which is a spacious, bright facility.

Girl Scouts provides an excellent benefits package for employees that includes:

- A friendly, positive, and inclusive work environment
- Paid holidays (including Juneteenth), 3 weeks of vacation, a paid winter break, personal and sick time
- Group health insurance plan with employer paying 75% of the premium; FSA or HSA available
- Group dental insurance plan with employer paying 50% of the premium
- Employer paid life and long-term disability insurance
- 401K plan with employer match after one year

**How can you apply?**

We’d love to see a cover letter telling us why you think you are a good fit for this position. Please also include a resume and email your package to [hr@gscwm.org](mailto:hr@gscwm.org). The Girl Scouts of Central and Western Massachusetts is an Equal Opportunity Employer.