girl scouts of san gorgonio

Job Description

Job Title: Entrepreneurial Program Regional Coordinator	**FLSA Status**: Non-exempt
Department: Entrepreneurial Program	
Reports To: Entrepreneurial Program Lead	**Revised:** July 2022

General Description:

Provide support to the assigned Entrepreneurial Program Regional Volunteer Teams and the Entrepreneurial Program Department for the execution of Entrepreneurial Product Programs at every stage.

The identification of Duties and Responsibilities does not display an exhaustive list of all duties that may be assigned to this position, nor does it restrict the related work that may be assigned to this position.

Essential Functions/Responsibilities:

1. Provide support to Regional Volunteer Teams by assisting entrepreneurial program participants and Troop Coordinators at the Regional level.
2. Maintain knowledge of goods and products sold through each Product Program.
3. Answer questions from Council staff regarding Product Program and procedures.
4. Attend (required) and participate in Product Program training sessions and meetings.
5. Assist with relaying communications to Regional Volunteer Teams and Troop Coordinators during each program, including both written/email and verbal communications.
6. Support to Regional Volunteer Teams by preparing program materials and supplying information as needed.
7. Collaborate and communicate with Regional Volunteer Teams to ensure responsibilities are met, tasks are being accomplished, and deadlines are being met throughout each program.
8. Assist with maintaining lists of active troops and Troop Coordinators on Regional level.
9. Assist with verification of coordinators' requirements on a Regional level; i.e., current membership and cleared background checks on file.
10. Assist with maintaining and updating Product Program records, using various computer software programs; e.g., M2 and ABC Smart Cookies.
11. Provide information and training to Troop Coordinators on a regional level who are interested in participating in entrepreneurial programs..
12. Assist with the regional sorting and distribution of materials, products, and rewards for each Product Program.
    a. Management of incoming/outgoing materials, product, and rewards, including leftover inventory on a Regional level.
    b. Assist with sorting materials, product, and rewards by Troop to support Regional Volunteer Teams during distribution.
    c. Assist Regional Volunteer Teams with their Top Seller Events.
    d. Assist with updating Reward Distribution lists and distribution of returned or uncollected rewards on a Regional level.
    e. Assist with reward selections and event registrations on a Regional level.
13. Attend (required) and work on Entrepreneurial Program Events, such as rallies and reward events.

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Education, Work Experience, Skill Requirements & Certifications:

1. Minimum Education (or substitute experience) required:
   - High School Diploma
   - Bachelor's Degree or equivalent secondary education preferred.
2. Minimum Experience required:
   - Minimum 1-2 years of related work experience. Non-profit experience a plus.
   - Experience with the Councils Entrepreneurial Program a plus.

3. Skills Required:
   - Working knowledge in Microsoft Word, Excel (spreadsheet creation and modification), Outlook and PowerPoint; general data entry; and Council membership and event tracking.
   - Must have excellent organizational skills and be detail oriented.
   - Ability to handle several projects simultaneously, prioritize work and handle last minute demands appropriately.
   - Proven success with working in a team environment.
   - Ability to accomplish work without constant supervision.
   - Excellent verbal and written communication skills, including grammar..
   - High level of professional customer service skills are required to handle high volume and difficult customer service issues.
   - Ability to work a flexible schedule to include nights, weekends, and holidays

4. Minimum License, Certifications & Affiliations/Memberships and CEU's
   - Valid California driver's license and an insured vehicle in good working order.
   - Must successfully complete a criminal history livescan (fingerprint) background check
   - Ability to operate council vehicles as needed

5. Physical Requirements:

   The physical demands 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.

   - Moderate walking or standing and/or occasional exertion of force equivalent to lifting up to 20 pounds and may require the use of a hand truck.
   - Ability to intermittently lift, push, or pull up to 20 pounds of weight.
   - Ability to sit upright for extended periods of time.
   - Ability to walk and stand throughout the day, with frequent kneeling and bending.

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Analysis of Physical Demands - Key (Based on typical week):
N=Never
R=Rarely (Less than 1 hour per week)
O=Occasional (1%-33% of time)
F=Frequent (34%-66% of time)
C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						***Twisting/Turning***					
Under 10 lbs					X	Reach over shoulder				X	
11-20 lbs				X		Reach over head				X	
21-50 lbs			X			Reach outward			X		
51-100 lbs		X				Climb		X			
Over 100 lbs	X					Crawl	X				
						Kneel			X		
Pushing/Pulling						Squat				X	
Under 10 lbs					X	Sit					X
11-20 lbs				X		Walk-Normal Surfaces					X
21-50 lbs			X			Walk-Uneven Surfaces			X		
51-100 lbs		X				Walk-Slippery Surfaces		X			
Over 100 lbs		X				Stand					X
						Bend				X	
Driving											
Automatic Trans					X						
Standard Trans	X										
Other											
Keyboard/Ten Key					X						
Fingering (fine dexterity)			X								
Handling (grasping, holding)				X							
Repetitive Motion - Hands				X							
Repetitive Motion - Feet				X							

Additional Physical Requirements:

- Activities may occur both inside and outside and employee is subject to both environmental conditions; however, employee is not substantially exposed to adverse environmental conditions.

Approved By: _____ **Date:** _____

Approved Title: _____

Employee Name: _____ **Date:** _____

Employee Signature: _____