

Part-Time Recruitment Specialist

Girl Scouts of Southwest Indiana

Location: Evansville, IN / Southwest Indiana service area

Reports to: Recruitment Manager

Status: Part-time, Non-Exempt

Hours: Maximum of 20 hours per week

Pay: \$14.00 per hour

Schedule: Flexible schedule required, including evenings and weekends as needed

Work Location: In person, with travel throughout the council jurisdiction

Organizational Overview

Girl Scouts of Southwest Indiana serves girls and adult volunteers across 11 counties. As part of Girl Scouts of the USA, GSSI helps girls build courage, confidence, and character while participating in leadership development, outdoor adventure, STEM, entrepreneurship, and life skills programming.

Position Summary

The Part-Time Recruitment Specialist supports girl and adult membership growth by helping plan, promote, and staff recruitment events across Southwest Indiana. This position works closely with the Recruitment Manager to connect families with Girl Scouts, generate new leads, support new troop formation, and represent GSSI at schools, community events, and family engagement opportunities.

This role is ideal for someone who is outgoing, organized, comfortable talking with families, and excited to help girls and adults find their place in Girl Scouts. The position requires regular local travel, strong communication skills, and availability for evening and weekend recruitment events.

Essential Duties and Responsibilities

Membership Recruitment Support

- Assist with recruitment efforts to increase girl and adult membership across assigned communities.
- Represent Girl Scouts at schools, community events, open houses, tabling events, library events, and other outreach opportunities.
- Talk with families about Girl Scouts, explain participation options, and answer basic questions about membership, troops, volunteering, and financial assistance.

- Support recruitment events designed to form new troops, especially for Daisy and Brownie age levels.
- Help identify potential adult volunteers and encourage parents or caregivers to consider troop leadership or other volunteer roles.
- Assist with follow-up communication with interested families after events.

Event Preparation and Staffing

- Help prepare materials, flyers, supplies, sign-in sheets, interest forms, and activity kits for recruitment events.
- Staff recruitment tables and family information nights.
- Lead or assist with simple Girl Scout activities for girls while recruitment conversations take place with adults.
- Set up and tear down event spaces, including tables, signage, supplies, and promotional materials.
- Submit event notes, attendance, interest forms, and follow-up needs in a timely manner.

Community Outreach

- Build positive relationships with schools, libraries, community partners, businesses, and local organizations.
- Support outreach in assigned counties or priority areas as directed by the Recruitment Manager.
- Help distribute flyers and promotional materials to schools, community centers, libraries, and partner locations.
- Serve as a friendly, professional representative of GSSI in the community.

Lead Tracking and Administrative Support

- Maintain accurate records of recruitment contacts, event attendance, and family interest forms.
- Help enter or organize recruitment leads using council systems and shared tracking documents.
- Assist with follow-up to ensure interested girls and adults are connected to the appropriate next step.

- Communicate regularly with the Recruitment Manager regarding event outcomes, supply needs, family questions, and potential troop leads.

Team Support

- Attend department meetings and trainings as requested.
- Support council-wide recruitment campaigns, seasonal membership pushes, and special events.
- Work collaboratively with membership, volunteer support, program, and marketing staff as needed.
- Perform other duties related to membership recruitment as assigned.

Qualifications

- High school diploma or equivalent required; some college or related experience preferred.
- Experience in customer service, sales, education, youth work, community outreach, nonprofit work, or event support preferred.
- Strong interpersonal skills and comfort speaking with parents, caregivers, school staff, and community members.
- Friendly, professional, and approachable communication style.
- Ability to work independently and follow through on assigned tasks.
- Strong organizational skills and attention to detail.
- Comfortable using email, Microsoft Office, shared documents, and basic data entry systems.
- Ability to work a flexible schedule, including evenings and weekends.
- Must have reliable transportation, a valid driver's license, and proof of insurance.
- Must be willing to travel within the GSSI service area.
- Commitment to the mission and values of Girl Scouts.

Physical Requirements

- Ability to lift and carry up to 30 pounds for event supplies and recruitment materials.
- Ability to stand for extended periods during events.

- Ability to set up and tear down tables, signs, displays, and simple activity stations.
- Ability to work both indoors and outdoors as needed.

Additional Information

- This position is part-time and may not exceed 20 hours per week.
- Hours will vary depending on recruitment events, school schedules, and seasonal membership needs.
- Evening and weekend availability is required.
- Mileage reimbursement is provided in accordance with council policy.
- A background check is required upon offer of employment.

How to Apply

Interested candidates should submit a resume to:

Girl Scouts of Southwest Indiana

Attn: Megan Lane

Email: mlane@girlscouts-gssi.org

Subject line: Application – Part-Time Recruitment Specialist

Applications will be reviewed on a rolling basis until the position is filled.