

GIRL SCOUTS OF WEST CENTRAL FLORIDA, INC. POSITION DESCRIPTION

TITLE: **PROGRAM SPECIALIST (PART TIME)**

PURPOSE: To maintain a Girl Scout Program for assigned troops/groups and serve girls in the underserved and unserved areas of the Council's jurisdiction. This includes serving as a role model while providing age level appropriate activities or girls, ages 5 to 17, in separate or joint groupings.

REPORTS TO: Membership Development Specialist

ACCOUNTABILITIES:

- Actively supports and promotes the Council's and GSUSA's affirmative action plans and their commitment to diversity throughout the organization.
- Actively supports and promotes all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of her/his supervisor in a timely manner.
- Demonstrates and promotes a climate of courtesy and professionalism to co-workers, the volunteers served by this Council and others with whom her/his job puts her/him in contact.
- Ensures that materials prepared and produced for the Council's internal and external publics reflect the highest standards of excellence.
- Consistently seeks to improve the effectiveness and efficiency of all Council operations by demonstrating positive and creative approaches to the delivery of service.
- Demonstrates sound time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Adheres to the Code of Ethical Conduct as delineated in the Employee Personnel Manual.
- Promotes the concept that funding of a Girl Scout council is an integral part of the Girl Scout program and relates to others the case for support.

PRIMARY DUTIES:

- Provides in-school, after-school and summer programs, as directed by supervisor.
- Secures family interests, wherever possible.
- Evaluates each troop/group program monthly with girl participants for interest and consistency of Girl Scout program goals.
- Establishes a working relationship with the Site Director and staff of the assigned sites.
- Ensures that all girls participating in the Outreach and Collaborative programs in Girl Scouts of West Central Florida are registered with GSUSA.
- Delivers the developed curricula and activities to assure girls in Outreach and Collaborative programs receive the full benefit of the Girl Scout program.
- Conducts parent meetings as needed.
- Identifies potential troop/group leadership and makes recommendations to the Supervisor.
- Refers community contacts to the Supervisor.
- Performs other duties as assigned by the Membership Development Specialist and/or management.

QUALIFICATIONS:

- 2-4 year college degree majoring in Education, Social Work, or similar field preferred
- Knowledge of or willingness to be trained in Girl Scout age level programs and all Girl Scout policy and safety procedures
- Experience observing or working with children in a learning environment
- Strong awareness of societal influences on all girls, especially those living in high risk conditions
- Excellent communication skills
- Must be flexible to change and willing to work in a diverse and energetic environment
- Creativity and enthusiasm
- Automobile and telephone necessary, along with documentation of required automobile insurance

- Bilingual (Spanish) a plus
- Knowledge and acceptance of beliefs and principles of the Girl Scout movement; willing to register as a member of Girl Scouts of the USA

ADDITIONAL REQUIREMENTS:

- Part time position – up to 1000 hours per year
- May operate 5 to 7 groups weekly, at various locations
- Position hours may be arranged to accommodate assigned work sites
- Hours during the school year may vary
- Hours during summer months: days into early evening

2008 Salary Range– Grade 9

Hourly Rate \$15.26 - \$20.60 - \$25.94