

Girl Scouts of Eastern Iowa & Western Illinois
POSITION DESCRIPTION

TITLE: OUTREACH PROGRAM ASSISTANT

FLSA: {NON-EXEMPT} CLASSIFICATION: [FLSA CLASSIFICATION]

PURPOSE OF JOB: Facilitates site based Girl Scout program that meets the needs and interests of girls not currently involved in the movement.

ACCOUNTABLE TO: COMMUNITY OUTREACH COORDINATOR/MANAGER

KEY ACCOUNTABILITIES (ESSENTIAL FUNCTIONS):

1. Assist in planning and implementing weekly program activities
2. Assist in the preparation and care of site, i.e. needed program material and supplies.
3. Work with Site Manager and Outreach Specialist to encourage girl participations through recruitment efforts.
4. Maintain and submit bi-monthly time sheets.
5. Assist in keeping accurate documentation of attendance of participants.
6. Assist in ensuring emergency procedures and Girl Scouts of the U.S.A. health and safety standards are followed.
7. Carry out all other duties as to support the mission and vision of the council.

TOP COMPETENCIES REQUIRED:

Must have the following competencies as defined in *Job Competencies Definitions*:

1. Fostering Diversity
2. Organizational Knowledge
3. Volunteer Relations

QUALIFICATIONS (EDUCATION, EXPERIENCE, SKILLS):

1. Daily access to automobile in working condition. Proof of meeting Iowa/Illinois State requirements regarding auto licensing, diver's license and liability.
2. Participate in required Girl Scout training.
3. Excellent computer skills and knowledge of the most current Microsoft applications.
4. Ability to work flexible weekly schedules.
5. Commitment to diversity and all other values and ideals upheld by Girl Scouts.
6. Have a current first aid certificate or take the necessary training for certification within four weeks of starting date.

Last Updated: {September, 2009}