

Girl Scouts of Central Maryland Position Description

Title:	Community Program Assistant
Unit/Department:	Community Programs
Reports to:	Community Program Coordinator/Director of Community Girl Initiatives & Partnerships
Hours:	Varies
Starting Salary:	\$15 per hour plus Mileage Reimbursement

Position Summary:

The Community Program Assistant is a part-time position responsible for delivering the Girl Scout Leadership programming to girls in grades K-12 in various community settings (schools, community centers, places of worship, etc.) through a series of 6-week sessions following approved curriculum and guidelines. Program locations will focus on areas that are under-served and culturally diverse in Baltimore City and surrounding counties

Essential Duties and Responsibilities:

- Works in partnership with Community Program Coordinators to effectively facilitate quality, age-appropriate programming to girls in various community settings.
- Facilitates programs covering a wide range of topics, including STEM, self-esteem, and anti-bullying from a pre-set curriculum in which training will be provided.
- Maintains accurate records and provides accurate reporting as required.
- Participates in training opportunities offered by council in order to enhance ability to perform the essential functions of the job.
- Able to comprehend and effectively articulate standardized curricula.
- Able to adapt program to accommodate girls with developmental, physical or cultural needs.
- Ensures that all activities meet GSUSA and council policies and standards.
- Performs other related duties as required.

Skills, Education and/or Relevant Experience:

- Must be 21* years or older and able to successfully pass a background check. **Exceptions made for college students.*
- **Incumbent must have reliable transportation and possess a valid driver's license and proof of insurance.**
- Minimum education; high school diploma, with some college. Relevant work experience preferred.
- Experience working with youth and passionate about developing girls into leaders.
- Must possess the ability to work with girls in a large group setting and be able to apply critical thinking, use of good judgment, and make positive decisions.
- Able to demonstrate strong classroom management skills.
- Education background highly desired.
- Self-starter. Detail oriented. Highly motivated.
- Excellent problem solving and conflict resolution skills required.
- Successful candidate will be culturally sensitive and possess the ability to work productively with diversified groups of people.
- Must possess excellent verbal and written communication skills.

- Bilingual in English and Spanish is a plus.
- CPR and First Aid certification a plus.

Important Note:

- The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts of Central Maryland. Girl Scouts of Central Maryland is an EOE Employer.

Core Competencies:

- Girl Focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability:
 - Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
 - Excellent problem solving and conflict resolution skills required.
 - Excellent time management skills required.
- Oral communication:
 - Express ideas and facts clearly and accurately.
 - Excellent verbal, written and interpersonal skills required.
 - Excellent presentation skills.
- Foster diversity: Understand, respect, and embrace differences.
- Information Management:
 - Access, organize and manage information effectively.
 - Keep accurate and timely records.
 - Demonstrated ability to develop and implement marketing plans based on analysis and council data.
 - Demonstrated ability to effectively manage resources and projects.
- Organizational Knowledge:
 - Understand Girl Scout purpose and organizational structure including functions, operations and interpersonal relationships.
 - Keep current with all key GSUSA and council specific policies, priorities, processes and practices.
 - Complete required training/coursework as assigned and provided by GSCM or GSUSA.

Grade: 9

Starting Salary: \$15 per hour, mileage reimbursement provided.

To be considered for this opportunity, please submit your resume through jobs@gscm.org. Please be sure to reference Community Programs Assistant in your subject line.