Community Program Assistant

POSITION SUMMARY

Girl Scouts of Central Maryland is seeking a part-time Community Program Assistant to deliver Girl Scout Leadership programs to girls in grades K-12 in various community settings, such as schools, places of worship and community centers through a series of four to six week sessions following approved curriculum and guidelines. Program locations will focus on areas that are undeserved and culturally diverse in Baltimore City and County. Program Assistants may work up to 15 hours per week, depending upon the programs scheduled by the coordinators. The compensation is $15 per hour plus mileage reimbursement.

POSITION PRIMARY RESPONSIBILITIES

- Works in partnership with Community Program Coordinators to facilitate quality programming for girls that is age appropriate.
- Facilitates programs covering a wide range of topics, including STEM, self-esteem, and anti-bullying from a pre-set curriculum.
- Assists with community cultivation and identification of potential troop leaders in an effort to transition each program into a traditional troop
- Participates in training opportunities offered by council in order to enhance ability to perform the essential functions of the job.
- Ensures that all activities meet GSUSA and council policies and standards
- Maintains accurate records and provides accurate reporting as required.

POSITION REQUIREMENTS

This position requires a self-directed and culturally sensitive individual who is passionate about working with girls and helping to develop them into leaders. The ideal candidate must possess the ability to work with a diversified group of girls in a large group setting, and be able to demonstrate strong classroom management skills. Additionally, the incumbent must be able to comprehend and effectively articulate standardized curricula, as well as be able to adapt programs to accommodate girls with developmental, physical or cultural needs. The incumbent must have reliable transportation, possess a valid driver’s license and proof of insurance, and be 21 years or older.

Education: Associates Degree; or teacher certification highly desired
Experience: Experience working with children/youth in group settings
Skills: Excellent verbal and written communications, reading comprehension, problem solving, and conflict resolution

For immediate consideration, please email your cover letter and resume to: jobs@gscm.org

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