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heart of michigan

Job Title:	Outreach Program Facilitator	**Reports To:**	Outreach Specialist
Department/Group:	Outreach	**Job Code/ Req#:**	70340
Location:	MI- Kalamazoo	**Travel Required:**	Yes
Level/Salary Range:	$8.15-$10.00/hour – Commensurate with experience	**Position Type:**	Part-Time, Seasonal
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	July 21, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Until Filled

To apply please include a cover letter, resume, or employment application. Applications accepted by:

FAX, EMAIL OR WEBSITE:	**MAIL:**
Fax: (269)492-1439 **Email:** hr@gshom.org **Subject Line:** Outreach Facilitator- Kalamazoo **Attention:** HR Department **Website:** http://www.gshom.org/about/employment.html	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

ROLE AND RESPONSIBILITIES

1. Attend Kalamazoo Outreach Program orientation and training.
2. Attend all scheduled staff meetings (approximately every other week).
3. Obtain and maintain First Aid and CPR certification.
4. Memorize and role model the Girl Scout Law and Promise to the best of your ability.
5. Follow detailed program plans and be prepared to evaluate them at staff meetings.
6. Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of gender, race, culture, language, disability, or socioeconomic background.
7. Register girls by assuring that all paperwork is returned to the Outreach Specialist in a timely fashion.
8. Maintain accurate program records of achievements, updated participant attendance rosters and all other required records.
9. Be responsible for all borrowed program-related supplies and materials. Inventory and return unused materials and supplies as requested. Keep any Outreach Program-related school storage areas clean and organized.
10. Be available for weekend and night activities as needed.
11. Support efforts for program sustainability. Participate in annual product program and all other Kalamazoo Outreach Program fundraisers and events as assigned. Assure that all monies collected on behalf of the council are returned on time.
12. Be aware of and practice Girl Scout discipline policies.
13. Complete other tasks as assigned by supervisor.

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KNOWLEDGE/SKILLS/ABILITIES

- Should be friendly, outgoing and enthusiastic about the benefits of the Girl Scouting programs and philosophies
- Be a positive role model for young people
- Organized, reliable, punctual and adaptable
- Be willing to become a member of the Girl Scouts of USA
- At least one year of experience working with children preferred, but not required.
- Able to move/life/manipulate up to 25 pounds.

WORK SCHEDULE

- During the school year
- Lunch time hours (approximately 11 a.m. to 1 p.m.) and/or after school hours (approximately 3:45 p.m. to 5:45 p.m.) as assigned
- Up to 10 hours per week; may increase upon need
- Evening and weekend hours may be required on an occasional basis

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.