

|                    |                              |                         |                                |
|--------------------|------------------------------|-------------------------|--------------------------------|
| <b>Job Title:</b>  | Outreach Program Facilitator | <b>Reports To:</b>      | Membership/Outreach Specialist |
| <b>Department:</b> | Membership/Outreach          | <b>Travel Required:</b> | Yes                            |
| <b>Location:</b>   | MI- Battle Creek             | <b>Status:</b>          | Part-time, Seasonal            |
| <b>Salary:</b>     | \$9.45-\$10.00 per hour      | <b>Date Posted</b>      | February 15, 2019              |

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

|  |   |
|--|---|
| <p><b>Subject Line:</b> Outreach Program Facilitator- Battle Creek<br/> <b>Website:</b> <a href="http://www.gshom.org/en/our-council/careers.html">http://www.gshom.org/en/our-council/careers.html</a><br/> <b>Email:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a><br/> <b>Fax:</b> (269)492-1439</p> | <p><b>MAIL:</b><br/> HR Department<br/> Girl Scouts Heart of Michigan<br/> 601 W Maple<br/> Kalamazoo, MI 49008</p> |
|--|---|

**Job Description**

**POSITION SUMMARY**

The Outreach Program Facilitator will actively engage girls in the Girl Scouting program within assigned communities. Will implement detailed program plans following Girl Scout Curriculum.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attend Outreach Program orientation and training.
- Attend all scheduled staff meetings (approximately every other week).
- Memorize and role model the Girl Scout Law and Promise to the best of your ability.
- Implement detailed program plans following the Girl Scout curriculum, and be prepared to evaluate them at staff meetings.
- Travel to local sites hosting Outreach programs including schools, community centers, etc.
- Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of gender, race, sexual orientation, culture, language, disability, or socioeconomic background.
- Register girls by assuring that all paperwork is returned to the Membership-Outreach Specialist in a timely fashion.
- Maintain accurate program records of achievements, updated participant attendance rosters and all other required records.
- 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.
- Support efforts for program sustainability. Participate in annual product program and all other Outreach Program fundraisers and events as assigned. Assure that all monies collected on behalf of the council are returned on time.
- Be aware of and practice Girl Scout discipline policies.
- 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 annually.
- Able to move/lift/manipulate up to 25 pounds
- Complete other tasks as assigned by supervisor.

#### **EDUCATION AND EXPERIENCE**

- High School Diploma/GED
- At least one year of experience working with children preferred, but not required
- Obtain and maintain First Aid and CPR certification (as needed)
- Prior non-profit experience preferred
- Knowledge of the Girl Scout program preferred

#### **TRAVEL**

Must have own or access to reliable transportation and the ability to travel within the jurisdiction. Travel is primarily during the business day and evening.

#### **WORK SCHEDULE**

- During the school year
- Lunch time hours (approximately 11 a.m. to 1 p.m.) and/or after school hours (approximately 3:30 p.m. to 6 p.m.) as assigned
- Up to 10-16 hours per week; may increase upon need
- Evening and weekend hours may be required on an occasional basis
- Possible programs during the summer months for additional hours

#### **WORK ENVIRONMENT**

Operates in a professional environment including, but not limited to, schools, offices and community centers. Will spend majority of hours each day actively interacting with girls and engaging them in programming. Will occasionally interact with parents/guardians and site personnel. May be required to work outdoors on occasion in all types of weather from rain, snow, heat and cold. Able to move/lift/manipulate up to 25 pounds

#### **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

#### **BENEFITS**

This position is not benefits eligible.

#### **EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_