

Job Title:	Outreach Facilitator	Reports To:	Outreach Specialist
Department/Group:	Outreach	Travel Required:	Up to 50%
Location:	MI- Ypsilanti	Status:	Part-time, Temporary
Level/Salary Range:	1	Date Posted:	April 22, 2019
To apply please include a cover letter, resume, and employment application. Applications accepted by:			
Subject Line: Outreach Facilitator- Ypsilanti Website: http://www.gshom.org/en/our-council/careeers.html Email: hr@gshom.org Fax: (269)492-1439		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Attend Ypsilanti 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, culture, language, disability, or socioeconomic background. • Register girls by assuring that all paperwork is returned to the 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. • Be available for weekend and night activities as needed. • Support efforts for program sustainability. Participate in annual product program and all other Ypsilanti 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. • Complete other tasks as assigned by supervisor. <p>KNOWLEDGE/SKILLS/ABILITIES</p> <ul style="list-style-type: none"> • Have access to reliable transportation • 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
- Obtain and maintain First Aid and CPR certification (as needed)
- Able to move/lift/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 3:30 p.m. to 6 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
- Possible programs during the summer months for additional hours

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 _____