



Position Title: Program Leader
Date: June 21, 2016

Reports To: Outreach Program Manager

FLSA Status: Non-Exempt

POSITION SUMMARY

The Program Leader works with the Program & Troop Support Department to deliver Girl Scout programming to girls in demographically underserved areas and low-income families. Responsibilities include planning, coordinating, and implementing Girl Scout activities to youth in targeted school and community sites. Program curriculum focuses on various topics, including: Science, Technology, Engineering, and Math (STEM), Outdoor Education, Environmental Leadership and Responsibility, Financial Literacy, and Community Service.

ESSENTIAL FUNCTIONS

Program Delivery

- Serves as a role model for girls by exhibiting positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- Works collaboratively with fellow Program Leaders to organize fun, safe, and interactive girl-led activities that address current issues involving girls' interests and needs
- Supports and encourages girls in attaining desired goals
- Ensures the development and delivery of traditional and innovative programs for retention and growth of membership
- Fosters diversity, understanding, and respect
- Empowers girls to lead activities, learn by doing and cooperate with others on current issues that involve their interests and needs

Community Collaborations & Networking

- Builds support for the Girl Scout movement by promoting visibility of the Girl Scouts within targeted communities
- Attends community events as directed
- Participates in special events with community collaborators

Program Support and Logistics

- Processes registration and other paperwork according to GSUSA and GSSN's policies and procedures
- Completes and processes attendance reports and site logs as needed
- Organizes activity and program boxes as needed
- Follows program procedures for acquiring supplies for designated program sites
- Provides program coordinator with feedback, photos, stories, and other requested data

QUALIFICATIONS

- 1-3 years of relevant work and/or volunteer experience in youth program delivery



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- Bilingual English/Spanish desired
- Demonstrated ability to maintain confidentiality with work related information
- Ability to work cooperatively as a team member
- Very responsible, punctual, and dependable
- Ability to manage a multi-project workload, exercise initiative, and meet deadlines
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational skills
- Flexible availability up to 20 hour per week; will primarily work afternoons and evenings with occasional weekends
- Must have a valid driver license, reliable transportation and proof of insurance
- First Aid/CPR Certification preferred
- Behavior consistent with the mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Individual should possess great communication skills and be able to work with customers including girls, staff, volunteers, parents, vendors, and community members. Individual must maintain a high level of knowledge of the organization on a continual basis through staff, team and departmental meetings; or through research, print or online materials; and other avenues available within the organization.

Authority and Accountability

Accountable to the Program and Troop Support Specialist II (Outreach/K-5). Employee has the authority to carry out work performance objectives agreed upon with their supervisor. The primary duty will be the performance of office or non-manual work directly related to the management or general business operations of the employer and includes the exercise of discretion and independent judgment with respect to matters of significance.

Supervisory Responsibility

None at this time.

Required Training

GSUSA/GSSN training modules on the Girl Scout organization, Girl Scout Leadership Experience, and relevant girl leadership development programs.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively before individuals and groups. Bilingual English/Spanish strongly desired.

Mathematical Skills



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Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out. Ability to apply conflict resolutions skills in a variety of situations between staff, volunteers and girl members.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, Access, PowerPoint, etc.), Outlook and Internet. The individual will be trained on and be responsible for developing proficiency with internal tools and resources.

Certificates, Licenses, Registrations

Current driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration, and personal and public liability insurance which meets state and council requirements. First Aid/CPR certification desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands. Physical demands are normal to office duties. The position may require you to be subjected to outside environments that include heat, cold, rain, snow, ice, humidity, noise, traffic conditions, and uneven surfaces from time to time to attend trainings, meetings, or events.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, and other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Keying – ability to type using a keyboard
- Carrying –
 - documents, paperwork, supplies often up to 10 lbs. – regularly
 - other supplies from 25 to 30 lbs. – occasionally



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- Driving – Ability to drive a vehicle for up to 2 hours

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside an office or building but on occasion may be held outside. This position consistently requires the individual to travel exposing them to traffic and weather conditions. While performing the duties of this job, the employee is occasionally exposed to dirt, dust, heat, cold, wind, noise, rain, snow. Customarily this position requires travel within the Reno/Sparks and outlying areas on a consistent basis..

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type, write, operate a vehicle. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.



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This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date