

PROGRAM PROVIDER/COMMUNITY PROGRAM LEADER

JOB TYPE: Seasonal/Part-Time

LOCATION: Gastonia, NC (6-8 hours per week)
Colfax, NC (15-20 hours per week)

SALARY: \$12.00-\$14.00 per hour

HOW TO APPLY: Applicants must complete an online application and submit a RESUME AND COVER LETTER. You can apply now by going to <https://GSCP2P.JoinOurTeam.com>

*****ONLY APPLICATIONS WITH A COVER LETTER WILL BE CONSIDERED.*****

WHO WE ARE: We are the preeminent leadership development organization for girls. Girl Scouts offers girls a chance to practice a lifetime of leadership, adventure and success. With support from dedicated adult volunteers, parents and staff, Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) delivers the best Girl Scout experience to nearly 10,000 girls and 5,000 adults in 40 counties across central and western North Carolina.

WHY YOU WANT TO WORK HERE:

- At Girl Scouts Carolinas Peaks to Piedmont, we have a clear vision: to be a place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting diversity, multiculturalism and inclusion among our staff and membership.
- Flexible schedules available.
- We are a dynamic, diverse, fun team of professionals who love providing a meaningful and impactful experience to girls and volunteers in our jurisdiction.

Position Reports To: Community Program Manager

Classification: Seasonal/Temporary

Locations: Girl Scouts Carolinas Peaks to Piedmont is located in beautiful North Carolina. GSCP2P operates four regional service centers in North Carolina: Asheville, Gastonia, Hickory and the Triad (Colfax) and three camp facilities in Lenoir, Brevard and Sophia, NC. See here for map: <https://www.girlscoutsp2p.org/council-properties.html>

SUMMARY OF POSITION

The Program Provider is a part-time, seasonal position that is responsible for providing and implementing Girl Scout programming for underserved girls in assigned areas within our council. The Girl Scout program will include regular troop meetings following the Girl Scout Leadership Experience, academic tutoring, camp and outdoor experiences and cookie program participation at one or more community based locations. The Program Provider serves community after-school programs.

ACCOUNTABILITIES

- Program Planning
- Program Implementation
- Reporting Outcomes
- Maintain open communication
- Effective group/meeting management
- Conflict Resolution
- Manage Health & Safety of participants

QUALIFICATIONS

Core Competencies:

- Achieve Results
- Problem Solving
- Judgement & Decision Making
- Safety Focused
- Time Management
- Dependable
- Organized
- Creative
- Verbal & Written Communication
- Neat Appearance
- Fun and Kid Friendly

Education, Experience & Certifications:

- Minimum age: 18 years old
- High School Graduate
- Ability to work with children in at-risk environments
- Ability to effectively work with community groups, volunteers, parents and staff
- Ability to work a flexible schedule possible including evenings and weekends
- Two year's documented experience in youth education and/or recreation

Skills & Competencies:

- Commitment to providing top-notch Girl Scout programming to girls in at-risk communities
- Deliver program to girls at planned sites to fulfill covenants made in funding agreements

- Demonstrated ability and proficiency in program planning, implementation and facilitation
- Ability to read and comprehend detailed instructions, correspondence, and memos. Ability to compose, edit, and interpret correspondence
- Serve as an expert resource for staff and volunteers on the Girl Scout Leadership Experience (GSLE) program model, pathways and outcomes. Maintain up to date knowledge and information regarding the GSLE and updates to Girl Scout programming
- Proficient in Microsoft Office including Word, Excel, Outlook, email, and various forms of social networking. Ability to learn and utilize new software
- Must have consistent drive, persistence, sense of urgency, flexibility, and willingness to learn in order to reach council goals
- Excellent time management and organizational skills with ability to carry out a variety of responsibilities with multiple priorities and deadlines with limited supervision
- Ability to work calmly and efficiently in stressful situations
- Ability to interpret and follow instructions furnished in written, oral, and diagram form
- Excellent problem solving and trouble-shooting skills
- Demonstrated ability to communicate effectively and persuasively in person, by phone and in writing by email with community contacts, site directors, parents/guardians, volunteers and colleagues
- Demonstrated ability to work independently and as part of a team
- Reliable and punctual attendance and willingness and ability to work regular hours, and evenings and weekends when required
- Bi-lingual (Spanish and English) preferred but not required

Additional Requirements:

- Subscribe to the principles of the Girl Scout Movement and become and remain registered member of GSUSA, Girl Scouts Carolinas Peaks to Piedmont.
- Successfully pass criminal and driver background investigation.
- Valid state-issued driver's license, valid auto insurance, acceptable driving record and access to a vehicle on a daily basis and willingness and ability to travel throughout the council's geographic area.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 35 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures and extensive reading. The employee will drive safely to and from events throughout the Service Center area.

DISCLOSURE & ACKNOWLEDGEMENT

The statements above reflect the essential functions and qualifications for this job, but should

not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scouts Carolinas Peaks to Piedmont are employees "at-will." I acknowledge I have read, understand and able to successfully perform the responsibilities and requirements of this position as described.

Employee Signature

Date