

Girl Scouts Carolinas Peaks to Piedmont

Employed Staff Position Description

Job Title: Virtual Program Facilitator
Department: Outdoor Experience
Reports To: Outdoor Experience Specialist
FLSA Status: Temporary, Exempt
Work Location: Remote

SUMMARY

The Virtual Program Facilitator, under the guidance and general direction of the Outdoor Experience Specialist, is responsible for delivering the council's weekly virtual programs in the off season. This covers, but is not limited to, activity facilitation, classroom management and supply management. This position has the potential to transition into a Virtual Camp Counselor position in the summer season.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

1. Ensure a fun, safe, and positive virtual learning experience for all participants.
2. Use provided lesson materials to coach participants through earning specific badges.
3. Adapt the virtual program experience to fit the ages, interests and needs of participants.
4. Use passion for instructing children to inspire and serve as role model for participants.
5. Creatively maintain participant focus and order during virtual programs.
6. Communicate with parents as needed including technical support and troubleshooting when possible
7. Conduct program evaluation and assessment, and adapt programs as needed based on evaluations.
8. Facilitator must have access to their own appropriate technology and connectivity to implement virtual program. Cell phone may be sufficient technology.

GENERAL ACCOUNTABILITIES

1. Actively supports and promotes the Council's commitment to diversity.
2. Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
3. Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
4. Seeks to improve the effectiveness and efficiency of all Council operations with positive and creative approaches to challenges.
5. Ensures that materials prepared and produced for the Council's internal and external audiences reflect the highest standards of excellence.
6. Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
7. Maintains strict confidentiality when handling sensitive information.
8. Embraces fund development as an important component of job-related responsibilities by contributing personally and seizing opportunities to make the Girl Scout case for support.
9. Attends and facilitates administrative, service unit, department, and team meetings as needed.
10. Continually seeks and accepts opportunities for personal and professional growth.
11. Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interest in and appreciation of team approach to management; knowledge of team-building value and options. Experience motivating and supervising volunteer staff.
- Willingness to join and maintain membership in GSUSA and ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
- Ability to work independently with minimal supervision to plan and prioritize workload to achieve goals and objectives.
- Familiarity with the Girl Scout Leadership Experience preferred.
- Willingness to join and maintain membership in GSUSA.

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- Demonstrated effectiveness with oral and written communication.
- Willingness and ability to travel as needed. They might travel to different camps.
- Acceptable criminal background history.
- Willingness to work varied hours, including some nights and weekends.
- Proficiency in MS Office Software, Facebook, Zoom (or other on line meeting applications) and ability to learn and use new technology and applications.
- Girl Scout Mission, Promise, and Law.

EDUCATION and/or EXPERIENCE

- High School Graduate or completion of the Counselor in Training program
- Camp staff experience including basic camp counselor (age characteristics, girl issues and development) and programming skills (songs, games, camp activities and traditions).
- Experience with online video conferencing software.
- Demonstrated competency in curriculum delivery
- Knowledge of Girl Scout philosophy, standards, program and systems and familiarly with properties and facilities highly desirable.

HOURS and AVAILABILITY

Virtual Programs are typically two hours long, and are scheduled in the evening on every Monday, Tuesday, Wednesday, and Friday, and every other Saturday. Program facilitators are expected to work at least one program every week.

LANGUAGE SKILLS

Ability to read and comprehend the English language including detailed instructions, correspondence, and memos. Ability to compose, edit, and interpret correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide and to perform statistical analysis.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Ability to identify, analyze, and resolve practical problems involving concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is primarily required to sit and operate a computer for extended periods of time. The incumbent is frequently required to talk or hear, stand, walk, and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The physical demands and work environment 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.

Employee Signature: _____ Date: _____

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Supervisor: _____ Date: _____