

Girl Scouts - Western Oklahoma, Inc.

DATE: January 13, 2010 GRADE LEVEL: xx

POSITION TITLE: In-School Program Instructor

REPORTS TO: Director Membership & Programs

DEPARTMENT: Membership & Programs

CLASSIFICATION: Part Time/Non-Exempt

POSITION SUMMARY:

The In-School Program Instructor position is responsible for preparation and delivery of in-school leadership, self-esteem and other Girl Scout programs to students attending the assigned school.

Ensures accurate and efficient delivery of in-school programs and works to identify potential volunteers who can assist with program delivery. Duties include learning the different Girl Scout programs used for in-school, preparing and/or purchasing materials needed, meeting with teachers and principals, working directly with students, gathering membership information, maintaining files and other duties as assigned.

MAJOR ACCOUNTABILITIES:

1. Provides program delivery for in-school Girl Scouting.
2. Prepares packs for in—school delivery, ensuring all supplies and materials are available as needed.
3. Meet with and obtain letters of agreement from principals for the current program year.
4. Get and process membership registrations for in-school volunteers and students.
5. Identify volunteer needs for in-school programs for the current year.
6. Assist with special events, tracking in-school activity and other related event activities.
7. Other duties as assigned.

QUALIFICATIONS:

Education: High school diploma and at least 2 years experience in working with youth between the ages of 5 and 17. Some training in childhood development preferred.

Skills: Instructor, teacher, educator, child care teacher
Professional human relations skills
Self-starter with ability to manage time, work independently, and handle multiple priorities and to work as part of a team
Strong written, oral, and interpersonal communication skills
Ability to successfully handle conflict resolution
Proficient computer literacy
Skill in recruiting, managing and motivating volunteers, including successful and appropriate delegation

Other Position Requirements:

Must be able to work flexible hours
Must be able to travel council jurisdiction
Willingness to work with diverse populations
Valid driver's license, liability insurance, & continuous use of a vehicle