



### **POSITION DESCRIPTION**

**POSITION TITLE:** **Part Time Community Programs Facilitator**

**OPERATING UNIT:** **Community Programs**

**REPORTS TO:** **Director of Programs**

**CLASSIFICATION:** **Part-Time/Non-Exempt/Safety Sensitive**

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### **POSITION SUMMARY**

Community Program Facilitators (CPFs) support Girl Scouts Western Oklahoma by delivering high-quality programming directly to girls at partner schools and community sites. CPFs play a key role in bringing the Girl Scout experience to girls in grades K-12.

Facilitators travel to a variety of locations based on the daily program schedule and work closely with school and agency partners to create engaging, girl-led activities that reflect girls' interests and address relevant issues. By guiding fun and meaningful experiences, CPFs help girls build courage, confidence, and character, empowering them to discover who they are, connect with others, and take action to make the world a better place.

This position is part time and works primarily between the hours of 8am-5pm Monday-Friday at various school locations, on occasion the position would require work outside these hours for events.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Facilitate engaging, age-appropriate Girl Scout programming at schools and partner agency sites.
- Foster positive, supportive relationships with participating girls, school personnel, and community partners.

- Work in a partnership with girls and adults to provide a girl-led environment where girls can discover themselves, build their courage, confidence, and character to take action to make the world a better place through the Girl Scout Leadership Experience (GLSE).
- Encourage ongoing Girl Scout involvement by connecting girls and families to traditional troop opportunities.
- Provide feedback on curriculum implementation and assist in refining program materials as needed.
- Accurately track attendance and contribute to data collection for internal and external reporting.
- Promote leadership, confidence, and a strong sense of sisterhood through every program interaction.
- Participate in the training sessions required to ensure consistent, high-quality program delivery.
- Maintain clear and proactive communication with partner site leadership regarding program logistics and events.
- Model positive behaviors and values for girls, including reliability, inclusiveness, respect, and a can-do attitude.
- Plan and facilitate engaging, girl-led activities that reflect current topics relevant to participants' interests and needs.
- Communicate clearly and confidently when presenting information to individuals and groups.
- Follow guidance from the Director of Membership Support regarding the distribution and collection of key materials such as permission slips, attendance records, surveys, and contact lists.
- Collaborate effectively with volunteer staff and provide direction or oversight when needed to support successful program delivery.
- Contribute to creating welcoming and inclusive environments by actively promoting diversity, equity, inclusion, and access in all interactions and activities.
- Other duties as assigned

#### **EDUCATION/EXPERIENCE REQUIREMENTS**

- High School diploma or GED
- Bachelor's degree a plus
- Classroom management experience is a plus.
- Training and/or training experience a plus.

### **ADDITIONAL JOB REQUIREMENTS**

- Clearance of background check and drug screen.
- Become a registered member of GSUSA.
- Access to reliable transportation.
- Regular and prompt attendance required.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers, and girls.

**SELECTIVE ABILITIES & PHYSICAL DEMANDS:** *The incumbent must be able to perform the following qualifications to be offered and/or maintain employment in this position.*

- Medium (use of force to lift, carry, push, pull, or move objects up to 40 pounds), occasional exposure to adverse environmental conditions.
- Willingness to work weekends and evenings/nights on occasion.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

### **WORK ENVIRONMENT**

The employee will work in schools and public spaces, and at times will be in close quarters with other members. The noise level in the work environment varies from moderate to loud; hectic situations can occur.

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

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we

make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

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Print Employee Name

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Employee Signature