



**POSITION TITLE: Community Outreach Program Aide**

**LOCATION: GSCSNJ/Remote**

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**POSITION CLASSIFICATION: Part Time Temporary – up to 20 hrs./wk.**

**MISSION:**

Accepts and implements the Girl Scout Mission to build girls of courage, confidence and character who make the world a better place. Agrees to pledge and uphold the Girl Scout Promise and Law.

**CUSTOMER IMPACT STATEMENT:** The Community Outreach Program Aide reports directly to and works closely with the Community Outreach Program Coordinator. She/he retains girl/adult membership for assigned demographic groups through exceptional program delivery ensuring that the Girl Scout Leadership Experience is accessible to all girls and qualified adults.

**PRIMARY ACCOUNTABILITIES (may include, but not limited to):**

<b>Accountability</b>	<b>Responsibilities/Objectives</b>
Ensures the effective delivery of the Girl Scout program in assigned area(s).	<ol style="list-style-type: none"> <li>1. Implement Girl Scout programs in a way that are relevant to intended audience.</li> <li>2. Recruit qualified adult volunteers in assigned areas to assist with program delivery.</li> </ol>
Support successful completion of all assigned program opportunities	<ol style="list-style-type: none"> <li>1. Deliver all assigned programs.</li> <li>2. Participate in the collection and of internal data to support council planning activities.</li> </ol>
Encourage and actively promote a pluralistic environment	<ol style="list-style-type: none"> <li>1. Ensure the Girl Scout program is open to all girls and qualified adults, by delivering the Girl Scout message of pluralism and diversity to members of the Council and external community.</li> </ol>

**Other Duties (general that apply to all):**

- Other duties as assigned to support Council business

## **QUALIFICATIONS:**

### **Education:**

High School Diploma or GED

### **Experience:**

Demonstrated experience and ability working with girls of various ages, and abilities.

### **Skills:**

Effective oral and written communication skills; expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying.

Self-Management and Self Assurance - willingly accepts constructive feedback.

Interpersonal Relations - establishes rapport with others; respects others; considers and responds to the needs, feelings, and capabilities of others;

### **Physical Qualifications:**

Ability to lift 30 pounds

### **Other:**

Register as a member of GSUSA

Successfully complete Background Check

Complete GSCSNJ Leadership Training Courses

Ability to work a flexible schedule and provide own transportation for travel within the council jurisdiction