

PT Outreach Coordinator-Scranton

HOURS: 15-20 hours per week Monday-Friday mid-day hours

BENEFITS: Mileage reimbursement

POSITION SUMMARY: Functions as part of a team that provides Girl Scout programs to under-served girls ages 5-17.

RESPONSIBILITIES:

- Plan, implement, and evaluate the Girl Scout program in lunch time, after-school or non-traditional settings on a weekly basis at assigned locations throughout Lackawanna County.
- Keep accurate records and complete other paperwork in a timely manner: attendance records, monthly program plans, and registration forms.
- Help girls grow in their understanding of the Girl Scout program, which emphasizes developing values and contributing to society.
- Promote acceptance and understanding of girls from all racial, cultural, and socioeconomic backgrounds, age and ability levels.
- Follow established health, safety, and program standards and personnel policies.
- Communicate with principals and school personnel.
- Work cooperatively within a team environment with other Membership staff.
- Communicate regularly with parents / guardians and encourage them to become actively involved with the program.
- Help to create a fun and safe environment for all program participants.

QUALIFICATIONS:

- Minimum age: 18 years old and high school graduate.
- Ability to work with children in at-risk environments.
- Demonstrate commitment to recognizing the many forms of diversity.
- Possess mature judgment, common sense, patience, creativity and sense of humor.
- Have reliable form of transportation, a good driving record for past 5 years, and proof of insurance.
- Ability to lift up to 25 lbs. and to transport program materials.
- Past experience working with children a plus.
- Must agree to thorough background check and fingerprinting for access into schools.