



**TITLE:** Program Facilitator, Community Troops  
**REPORTS TO:** Community Troop Manager  
**CLASSIFICATION:** Part-Time or Full-Time  
**COMPENSATION:** \$13 - \$16 per hour  
**LOCATION:** Positions available on the Peninsula or Southside

**Part-time:** Hours vary based on number of programs assigned. Average of 15-20 hours weekly in the summer and 5-15 hours during the school year. Various schedules available with primary need between 3 p.m. to 6 p.m. Some occasional weekend work may be needed for events and field trips.

**Full-time:** 35-hour workweek. Excellent benefit package including medical/dental insurance, health savings account, complimentary life insurance, discounted Aflac benefits, 403b/Roth with match, and a generous leave program starting your first day of employment.

## **ABOUT OUR ORGANIZATION**

We are one of 111 councils chartered by Girl Scouts of the USA, the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve nearly 8,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

## **SUMMARY OF POSITION**

The community troop program facilitator is responsible for facilitating in-person and virtual program delivery for girls in grant funded areas throughout the Council jurisdiction. The community troop program facilitator coordinates activities such as creating relationships with partners, compiling reports, coordinating program schedules, and working with parents and community troop volunteers.

## **ACCOUNTABILITIES**

- Facilitate in-person and virtual Girl Scout Leadership Experience based programming for staff-lead community troops at local sites including afterschool settings, youth and community based organizations, and housing developments. Programming includes weekly girl programs, recruitment of volunteers, and coordinating local field trips and events.
- Coordinate the processing of badge kits including maintaining supply inventory, stuffing packets/boxes, and scheduling mailing/shipping/pickup.
- Serve as staff liaison with community troop volunteers to support delivery of Girl Scout programming.
- Travel to various geographic locations to deliver the Girl Scout Leadership Experience curriculum and ensure expected outcomes/goals are met.
- Assist applicable community troops with product sales.
- Organize and implement girl recruitment, registration, and program events.
- Provide accurate and timely information as requested to complete grant reports.
- Collect and maintain participant information such as: attendance sheets, registration forms, and pre- and post-questionnaires.
- Ensure compliance with Council and GSUSA risk management guidelines as well as federal and state policies.

- Ensure girl/adult ratios are met which requires regular, consistent, reliable, and punctual attendance.
- Participate in appropriate training and attend required meetings.
- Ensure Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the Council.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

## **QUALIFICATIONS**

### ***Education, Experience, & Certifications***

- Must be at least 18 years of age.
- High school diploma or equivalent. Higher education preferred.
- Knowledge of Girl Scouting preferred.

### ***Skills & Competencies***

- Excellent technical computer skills in Microsoft Office including Word, Excel, and Outlook.
- Ability to manage and direct groups ranging in size from 15 to 60.
- Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Ability to produce required statistical reports.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrates a commitment and ability to interact with diverse populations.

### ***Additional Requirements***

- Current First Aid/CPR certification or willing to obtain certification.
- Ability to work a flexible schedule including evening and weekends.
- Ability to travel to various work locations.
- Must have personal transportation, possess a valid driver's license, personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is frequently required.

## **APPLICATION INSTRUCTIONS**

Visit <http://www.gsccc.org/en/our-council/employment.html> to complete an online application or email resume to [hr@gsccc.org](mailto:hr@gsccc.org). You can also mail or fax:

Girl Scout Council of Colonial Coast, Human Resources  
912 Cedar Road, Chesapeake, VA 23322  
Fax: 757-547-1872  
Equal Opportunity Employer

