



JOB DESCRIPTION

POSITION TITLE: Program Outreach Specialist/Part-time

REPORTS TO: Community Program Coordinator

POSITION SUMMARY: To extend and maintain Girl Scout membership and program to girls in designated areas

RESPONSIBILITIES

- Carry out assigned special projects and programs that create innovative approaches to program delivery.
- Work effectively with team members to achieve team goals.
- Support the fundraising efforts of the council.
- Perform job duties in accordance with the Safety and Risk Management Plan.
- Beyond the description listed above, your skills will be utilized to best benefit the mission of the organization.

POSITION REQUIREMENTS

1. Minimum of one year experience in children's programs.
2. Demonstrated organizational skills and ability to achieve goals.
3. Unequivocal commitment to pluralism, sensitivity to and ability to work with diverse populations.
4. Good human relations and problem solving skills.
5. Demonstrated written and verbal communication skills.
6. Sensitivity to and ability to communicate effectively with persons of diverse cultures and backgrounds.
7. Bi-lingual (in appropriate languages) highly desirable.
8. Ability to work cooperatively as a member of a team.
9. Willingness to work flexible work schedule, including evenings and some weekends.
10. Ability to lift up to 25 lbs. occasionally.
11. Daily access to automobile in working condition or adequate alternative transportation. Proof of meeting Arizona State requirements regarding auto licensing, drivers license, and liability insurance, if applicable.