# Program Support Specialist-Flagstaff

**Position Description:**

Ensure the successful delivery of Girl Scout program for girls K-12 at multiple sites. Identify potential volunteers that can sustain the program. Collaborate with the Membership Service Executive. Works directly with program participants (girls), ensuring their active involvement in program planning and participation. Actively promotes and supports Girl Scouts-Arizona Cactus-Pine’s mission and goals through the Girl Scout Leadership Experience.

# Reports to

Membership Service Executive

# Requirements and Qualifications

*Essential Duties & Responsibilities:*

* Provide quality Girl Scout program.
* Plan and facilitate the program delivery site’s program activities.
* Ensure the active involvement of the program delivery site’s participants.
* Participate in and contribute to the planning of program delivery site and all program activities. Promote the 3 processes – 1) Girl Led, 2) Learn by doing, and 3) Cooperative Learning.
* Ensure the maintenance of health and safety standards.
* Communicate regularly with Membership Service Executive (MSE) regarding program delivery site challenges and successes
* Ensure the timely completion of registration and reports.
* Recognize and respond to opportunities for onsite problem solving.
* Participate in pre and post program inventory and general clean-up as assigned.
* Attend meetings when scheduled
* All other duties as assigned.

### *Desired Qualifications*

* Registered member of Girl Scouts of the U.S.A.
* Prior Girl Scout experience or willingness to learn Girl Scout program.
* Experience working with children in an educational, outdoor, or recreational setting.

## *Desired Knowledge, Skills and Abilities*

* High School/GED, some college preferred
* Willingness to fully participate in staff development opportunities (when offered) and to take responsibility for self-directed continued education.
* Bilingual English & Spanish (preferred)
* Ability to observe participant behavior, asses its appropriateness, enforces appropriate safety regulations and emergency procedures, and applies appropriate behavior management techniques.
* CPR and First Aid Certifications
* Knowledge of volunteerism and adult engagement
* Minimum 21 years of age.
* Ability to function independently with support and guidance from MSE
* Ability to communicate and involve site staff, parents, and potential volunteers
* Work with site staff, volunteers and participants of varying age and skill levels, and provide necessary instructions and support
* Cognitive and communication abilities to manage the multiple functions of a program site.
* Must have reliable transportation
* Knowledge of, or willingness to learn, the Girl Scout program.

*Physical Abilities:*

* Possess strength and endurance required to maintain constant supervision of participants.
* Ability to climb stairs.
* Ability to work in the out-of-doors, exposed to a variety of weather conditions (heat, wind, rain, dust, and lightning).
* Ability to lift a minimum of 30 pounds without difficulty.
* Must be able to sit at a computer terminal up to three hours at a time; must be able to stand for one to 2-1/2 hours per day.

To apply or for more information, please contact Ellen Majure at emajure@girlscoutsaz.org or call 928-699-3661