

**Summary:** In this role you will help recruit and support site contacts and volunteer interest. You will also be responsible for facilitating successful delivery of Girl Scout program activities to variety of girls and age levels at various sites. Successful delivery ensures Girl Scout program health and safety standards are met.

Works directly with program participants (girls and families), ensuring their active involvement in program planning and partition. Actively promotes and supports Girl Scouts-Arizona Cactus-Pine's mission and goals through the Girl Scout Leadership Experience.

**Reports to:** GSYES Coordinator

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### ESSENTIAL DUTIES/RESPONSIBILITIES

- » Plan and facilitate the program delivery site's program activities.
- » Ensure the active involvement of the program delivery site's participants in the overall program through the use small groups, girl planning input, and interest groups.
- » Cultivate relationships with parents, girls, volunteers and community partners (community leaders, schools, organizations, and businesses to nurture progressive engagement and support retention efforts with Girl Scouts.
- » Participate in and contribute to the planning of program delivery site and all program activities. Promoting the 3 processes \*Girl Led, \*Learning by doing, and \*Cooperative Learning.
- » Develop program delivery site activity plans with participants as appropriate.
- » Guide participants in successful participation in all aspects of program activities; actively engage with participants and participate in all activities.
- » Instruct participants in established emergency procedures such as fire drills, site evacuation, etc.
- » Ensure that safe implementation of program and procedures are carried out.
- » Ensure the maintenance of health and safety standards.
- » Communicate regularly with Program Coordinators regarding program delivery site issues.
- » Ensure the timely completion of all reports and records.
- » Assist with other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- » Minimum 18 years of age or college bound.
- » Plan and facilitate the program delivery site's program activities.
- » Participate in and contribute to the planning of program delivery site and all program activities. Promote the three processes: Girl Led, Learn by doing, Cooperative Learning.
- » Develop program delivery site activity plans with participants as appropriate.
- » Guide participants in successful participation in all aspects of program activities; actively engage with participants and participate in all activities.
- » Ensure the timely completion of all reports and records.
- » Recognize and respond to opportunities for onsite problem solving.
- » Ability to function as part of a team, following the guidelines of the Staff Working Agreement.

## GSYES Program Support Specialist Flagstaff, AZ

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- » Must have reliable transportation (specific to certain positions).
- » All other duties as assigned.

### APPLICATION AND CONTACT INFORMATION

- » Apply at [Girl Scouts–Arizona Cactus-Pine Council | Employment Opportunities \(girlscoutsaz.org\)](#)
- » For questions contact Iliana Torres at [itorres@girlscoutsaz.org](mailto:itorres@girlscoutsaz.org)

### EDUCATION OR FORMAL TRAINING

- » High school diploma, some college preferred

### EXPERIENCE

- » Experience working with children in an educational or recreational setting.
- » Desire and ability to teach, work and relate successfully with children.
- » Training and experience in the supervision of children and/or child development.
- » Ability to work with persons of diverse backgrounds and abilities.
- » Ability to think and act calmly in a crisis.
- » Demonstrate compliance with all documented rules, policies and procedures.
- » Demonstrated maturity, sound judgment, integrity and flexibility.
- » Demonstrated enthusiasm, sense of humor, patience and self-control.

### PHYSICAL ABILITIES

- » 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 1-2 ½ hours per day
- » Ability to climb stairs

### DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- » Knowledge of, or willingness to learn, the Girl Scout program
- » Bilingual Spanish Preferred