

# GIRL SCOUTS OF EASTERN MASSACHUSETTS

## POSITION DESCRIPTION

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<b>Position Title:</b>	Community Program Facilitator
<b>Reports to:</b>	Director of Community Programming
<b>Position Grade:</b>	Temporary/Part time - (Up to 19 hours per week; after-school, evening, and weekend hours available)
<b>Location:</b>	Varies - (including: Lowell, Lynn, Lawrence, Haverhill, Chelsea, Malden, Everett, Methuen, Revere, Framingham, Salem)

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### Position Summary

Program Facilitator(s) will be responsible for facilitating Girl Scout programs for girls, ages 5-17, at local sites including after school settings, youth and community based organizations and housing developments in eastern Massachusetts. Programs will include weekly meetings, participation in Girl Scout product sales, the recruitment of speakers and volunteers and at least one field trip per program.

### Key Responsibilities

1. Attend trainings, meetings and supervision as required.
2. Develop and implement program curriculum at assigned sites.
3. Identify and outreach to community resources for supporting girl development including guest speakers, service learning opportunities and field trips.
4. Encourage girl decision making and leadership through positive activities and group mentoring.
5. Facilitate participation in Girl Scout product sales.
6. Register girls and adults participating in programs as Girl Scouts.
7. Purchase and monitor adequate program supplies.
8. Prepare and submit yearly, quarterly and weekly electronic and written module/session plans and reports.
9. Ensure that services delivered exhibit an understanding and appreciation for diversity and contribute to the cultural competence of girls and adults.

### Skills and Qualifications

- Be legal age of majority
- Ability to be flexible and to work with a flexible schedule, including evenings and weekends if needed.
- Experience with Girl Scouting and/or working with groups of girls is desirable.
- Excellent interpersonal and communication skills
- Ability and desire to work as part of a cooperative team
- Have a valid driver's license, with access to personal transportation
- Ability to work effectively with groups of girls, community groups, volunteers, and staff.