

**GIRL SCOUTS OF WESTERN NEW YORK
EXTERNAL ANNOUNCEMENT**

JOB TITLE: Program Aide
SUPERVISOR: Sr. Program Manager
DEPARTMENT: Program
LOCATION: Dunkirk, Fredonia, Brocton & Westfield
STATUS: Non-Exempt

POSITION SUMMARY:

In order to enhance in school and after school programming, the Program Assistant provides formal and informal learning and recreational activities for girls participating in programs in Dunkirk, Fredonia, Brocton & Westfield areas.

ESSENTIAL JOB FUNCTIONS:

- Coordinate and provide the Girl Scout program, targeted learning programs and recreational programs for girls through the troop/group model. Follows the assigned National Program Portfolio.
- Create a positive program atmosphere conducive to team building and learning.
- Provide leadership and role modeling to help group members understand and respect the rights, differences, and similarities of others.
- Maintain a solid Girl Scout appropriate rapport with girls, parents, and other staff and/or volunteers in the group.
- Prepare for activities and programs by gathering materials and arriving at the site at least 15 minutes prior to the session.
- Provide adequate supervision of girls by remaining on-site until girls are picked up by a parent or the designated staff.
- Enforce site rules, procedures, and health and safety standards. Follow specifications in the Safety Checkpoints.
- Accurately complete and submit by deadline all required paperwork including attendance records, weekly reports, accident/injury reports, registration forms and fees, time sheets, etc.
- Support recruitment of adult volunteers to assist with the Troop/Group.
- Attend and apply skills learned through required trainings.
- Other duties as required.

QUALIFICATIONS:

- The equivalent of High school diploma or GED. Experience working with children preferred.
- The ability to read and follow written directions.
- Ability to gather, assess, process and present program and girl data.
- Ability to work with girls and adults of diverse ethnic, racial, religious and economic backgrounds.
- Become a registered member of the Girls Scouts of the USA, and demonstrate support of the Girl Scouts ideals.

PHYSICAL ABILITIES

- Ability to self-transport to program, training and meeting sites.
- Ability to visually and aurally supervise activities.

Believes in and adheres to the values of the Girl Scouts of Western New York. These staff values include practicing: respect, integrity, customer service, diversity, empathy, & courage to all.

TO APPLY: Send resume and cover letter to hr@gswny.org