



Job Title: Community Outreach Stipend
Department: Community Development
Reports To: Director of Community Outreach Programs

Job Summary

Provide support to a School age program or Center site consistent with Girl Scout Mission, Promise, values and Law.

Essential Duties and Responsibilities

- Provide a stable, fun, caring, learning, environment for the program.
- Maintain positive and appropriate interactions with children.
- Provide for the maximum possible health, safety, and well-being of all persons involved in the program.
- Supervise children during activities.
- Oversee daily program and snack preparation and clean-up.
- Supervise designated group of children.
- Plan and conduct outcome based program and activities with assigned group of children.
- Keep supervisor informed of plans, problems, concerns and successes.
- Follow established policies, procedures, standards and rules.
- Report immediately to supervisor any suspected incidence of child physical or sexual abuse.
- Participate in staff meetings and training as assigned by supervisor.
- Submit reports and records on time as assigned by supervisor.
- Other responsibilities as assigned by supervisor.

Minimum Qualifications

- Ability to model behavior consistent with the Girl Scout Mission, Promise, values and Law.
- Ability to recognize vehicle maintenance needs, perform minor vehicle repairs and ability to administer First Aid and CPR.
- Must possess and maintain a safe driving record.
- Proof of meeting Oklahoma State requirements regarding auto licensing, driver's license, with a clean driving record, obtain a CDL (commercial drivers license) if necessary, and follow all rules and regulation of the DMV.
- Must have knowledge of roads and highways.
- Experience working with children a plus.
- High school Diploma or GED.
- Ability to work effectively with people from diverse backgrounds.
- Willingness to work a flexible schedule including some evenings and weekends; occasional overnights as necessary and ability to travel as job requires.
- Able to physically lift up to 35 pounds.

2/2/2016