

ScoutReach Program Coordinator

Pennsylvania Dutch Council, Boy Scouts of America

JOB TITLE: ScoutReach Program Coordinator
DEPARTMENT: ScoutReach
SUPERVISOR: ScoutReach Director

The Pennsylvania Dutch Council, Boy Scouts of America Serves Families and Communities in Lancaster and Lebanon Counties.

GENERAL JOB DESCRIPTION

Execute high quality Scouting programs at sites/schools located in underserved communities in accordance with the Pennsylvania Dutch Council's Mission Statement

Competitive Hourly Rate!

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the ScoutReach Director, provide leadership to your designated service area and supervise the ScoutReach Program. Hire, train and support the ScoutReach Program staff to ensure a quality program is delivered to the community. A passion for helping young people develop into responsible adults and a high comfort-level for working directly with children and families are essential skills for this position. Implement the Scouting Program in accordance with the Primary Areas of Focus -Recruitment of Scouts - Cub Scout Program Planning - Advancement of Cub Scouts toward their badge of rank - Retention of Cub Scouts in the program and Transition eligible Scouts to Scouts BSA. Develop, lesson plans and activities that are age appropriate for Scouts and follow the Cub Scout curriculum.

MINOR DUTIES AND RESPONSIBILITIES

Participate in scheduled or called meetings.
Complete all necessary trainings to support program planning. Serve as an ambassador of the Scouting program.
Complete all assigned paperwork to ensure compliance with Council policies and procedures.
Complete other work-related duties as assigned by ScoutReach Director

QUALIFICATIONS FOR THE JOB

Education:

High School diploma, College Education a plus
Scouting background helpful but not required.

Experience:

Youth oriented have ability to work well with children.
Should be organized, self-motivated and a team player.
Must be 21+
Must be able to multitask.
Must be available Monday to Thursday, Friday and weekends as needed.
Bilingual Welcome
Must have reliable transportation.
Must have current clearances or ability to pass background checks.

KEY COMPETENCIES

Must have Computer Skills

Ability to interact with diverse groups of people

Ability to work independently

Ability to make good decisions without supervision

Must be comfortable using social media

PHYSICAL REQUIREMENTS

Lifting, standing, bending and walking short and long distances.

Signature Approved By:

Date Approved:

Date Last Reviewed:

Last Reviewed By:
