

Position Description

Position Title: Outreach Program Specialist	Job Code: 7624
Classification: regular/part-time	Specifics: Male candidates only
FLSA: Non-Exempt	Salary: \$10.50 Hr.
Position Reports To: Director of Outreach	Date of Employment: immediately
Approved By: Richard McCartney	Date: 1/11/2017

Job Summary:

Provide year round leadership for the Council's Outreach Programs including promotion, and development. Insure that all goals are consistently met or exceeded.

Essential Functions:

1. Serve as the paraprofessional for the Afterschool Scouting and Outreach Programs.
2. Develop and implement an advancement program for the Outreach Programs that results in 65% youth earning at least one rank advancement.
3. Plan and coordinate the Soccer and Scouting Day Camp, Cub Family Camp.
4. Develop and implement effective inventory records and equipment storage protocols for all Outreach related equipment.
5. Work and secure in kind and project sale donations of food, materials, and supplies for the any Outreach Programs operation and insure that all goals are met annually.
6. Supervise any assigned units to exceed fundraising opportunities including popcorn.
7. All other duties as assigned by the Scout Executive and/or Director of Outreach Executive.

Serve as staff advisor for the following Council Committees:

1. Soccer and Scouting Day Camp
2. Cub Family Camp
3. Council Fundraisers

Work Relationships, Supervision, Volunteer Relations:

1. Provide a proper example of professionalism to staff and volunteers.
2. Maintain and foster excellent relationships with all volunteers on all committees.

Materials and Equipment Used:

1. Motor Vehicle & Computer
2. Telephone, Fax & visual aids

Physical Activities:

1. Reaching, standing, & walking
2. Fingering, grasping, talking, & hearing

Physical Requirements:

1. Mostly Light office work.
2. However, this is punctuated by occasional periods requiring moderate to heavy lifting.
3. Driving
4. Walking

Mental Demands:

1. Reading, detail work, record keeping, confidentiality, problem solving, Computer work, & language.
2. Stress, reasoning, excellent verbal & written communication, & customer contacts.
3. Multiple Concurrent tasks and constant interruptions.

Working Conditions:

1. The worker is subject to both environmental conditions inside and outside.
2. Variable

Minimum Qualifications:

1. High School Diploma or GED
2. Demonstrated success in program development
3. Demonstrated expertise in maintenance and fiscal management
4. Demonstrated technical expertise with basic computer skills and web site management.