

**ERIE SHORES COUNCIL
BOY SCOUTS OF AMERICA
SCOUTREACH DISTRICT**

PROGRAM MANAGER (2019)

General Responsibilities

Do you enjoy working with youth? Are you looking for a rewarding job? This entry-level position is responsible for ensuring that all Scouts are registered, receive a quality program, have opportunities to visit camp, complete service projects, earn their advancement (public recognition), and able to support scouting through parent engagement. There is consideration for student class schedules. We are seeking consistency, willingness to learn, strong communication skills, organized, perform basic computer functions, able to perform light physical labor, able to travel to assigned locations. strong work ethic and support the Scouting mission and values.

Program Managers can anticipate up to 18 hours weekly except during partner school closures.

Scoutreach District specifically collaborates with community partners to eliminate barriers that reduce the opportunities for youth participation. Program Delivery Team members are important to the success of this mission for Scouts for grades K-6.

Specific duties include:

1. Running in-school, lunch-time and/or after-school programming at 2 to 4 locations Monday thru Thursday; occasionally scheduled for Friday; scheduled for weekends at least once per month. You will be assigned to a community within Lucas County, Ohio.
2. Use approved lesson plan to ensure that each program site receives a quality program, practicing lesson plans of time and working with the program team. Review and become familiar with program materials.
3. Tracking attendance and advancement for each assigned location with assistance from the Program Aide.
4. Communicate with parents, volunteers and site partners during program or office time about upcoming programs, program changes, or ways to improve program quality.
5. Collect complete applications and funds from each registered scout during the first meeting or before their next scheduled meeting with assistance from Program Aide, follow-up with interested scouts to secure applications, and create sign-up/recruitment opportunities.
6. Lead popcorn sale efforts at each assigned partner location with assistance from the Program Aide.
7. Lead recruitment efforts for the District, specifically at assigned partner locations. Effectively communicate the Scouting story to the community.
8. Along with payroll time sheet, turn in assigned attendance reports for meetings/outings for your assigned sites.
9. Participate and attend weekly staff meetings and quarterly staff trainings.

Qualifications:

- Able to complete assigned responsibilities mentioned above
- Enjoy working in a team environment and independently
- Self-starter, able to multi-task
- Students, Veterans and Retirees are invited to apply
- Successfully complete Youth protection training 1 week after hiring, and additional training as assigned.

Experience and Education:

- H.S. diploma or GED
- At least 6 months of related experience (volunteer or professional)
- Scouting experience helpful but not required
- Able to pass a background check, excluding minor traffic offenses
- Familiar with Microsoft Word and Excel
- Familiar with Email communications
- Data entry
- *18 years of age or older, 21 preferred*

Rate of Pay: \$10-\$11.75, based off experience. 90-day rate increase for successful candidates.

Number of positions: 2

Work Schedule:

Monday: 3p-5p (*optional*)

Tuesday: 11a-5:30p

Wednesday: 11a-5:30p

Thursday: 11a-5:30p

Friday: 11a-1p (*optional*)

Desired qualifications: Bilingual (Spanish) verbal and written skills

Open Date: July 5, 2019

Close Date: August 1, 2019 (or until filled)

Target Start Date: August 15, 2019

How to Apply: Submit resume with professional references, BSA adult application (2018) and background authorization form, complete Scoutreach application (<https://www.erieshorescouncil.org/SRPA>), and cover letter that demonstrates related experience to Artisha.Lawson@scouting.org before the closing date. Email in Word document or PDF only, one page. No phone calls or faxes.

**ERIE SHORES COUNCIL
BOY SCOUTS OF AMERICA
SCOUTREACH DISTRICT**

PROGRAM AIDES (2019)

General Responsibilities

Do you enjoy working with youth? Are you looking for a rewarding job? This entry-level position is responsible for ensuring that all Scouts are registered, receive a quality program, have opportunities to visit camp, complete service projects, earn their advancement (public recognition), and able to support scouting through parent engagement. There is consideration for student class schedules. We are seeking consistency, willingness to learn, strong communication skills, organized, perform basic computer functions, able to perform light physical labor, able to travel to assigned locations. strong work ethic and support the Scouting mission and values.

Program Aides can anticipate 5-10 hours weekly except during partner school closures.

Scoutreach District specifically collaborates with community partners to eliminate barriers that reduce the opportunities for youth participation. Program Delivery Team members are important to the success of this mission for Scouts for grades K-6.

Specific duties include:

1. Assist with on-site programming at 1-2 locations Monday thru Friday; occasionally scheduled for weekends at least once per month. You will be assigned to a community within Lucas County, Ohio.
2. Use approved lesson plan to ensure that each program site receives a quality program, practicing lesson plan of time and working with the program team. Review and become familiar with program materials.
3. Tracking attendance and advancement for each assigned location.
4. Assist with collect complete applications and funds from each registered scout during the first meeting or before their next scheduled meeting; follow-up with interested scouts to secure applications and assist with sign-up/recruitment opportunities.
5. Assist with popcorn sale efforts at each assigned partner location with assistance from the Program Aide.
6. Along with payroll time sheet, turn in assigned attendance reports for meetings/outings for your assigned sites.
7. Participate and attend weekly staff meetings and quarterly staff trainings.

Qualifications:

- Able to complete assigned responsibilities mentioned above
- Enjoy working in a team environment and independently
- Self-starter, able to multi-task
- Students, Veterans and Retirees are invited to apply
- Successfully complete Youth protection training 1 week after hiring, and additional training as assigned.

Experience and Education:

- H.S. diploma or GED
- Scouting experience helpful but not required
- Able to pass a background check, excluding minor traffic offenses
- Familiar with Microsoft Word and Excel; Familiar with Email communications
- Data entry
- *18 years of age or older, 21 preferred*

Rate of Pay: \$9.25-9.75, based off experience. 90-day rate increase for successful candidates.

Number of positions: 2

Available work Schedule:

Monday: 3p-5p

Tuesday: 11a-2p or 3p-5:30p

Wednesday: 11a-2p or 3p-5:30p

Thursday: 11a-2p or 3p-5:30p

Friday: 11a-1p

Desired qualifications: Bilingual (Spanish) verbal and written skills

Open Date: July 5, 2019

Close Date: August 1, 2019 (or until filled)

Target Start Date: August 15, 2019

How to Apply: Submit resume with professional references, BSA adult application (2018) and background authorization form, and complete Scoutreach application (<https://www.erieshorescouncil.org/SRPA>) to Artisha.Lawson@scouting.org before the closing date. Email in Word document or PDF only, one page.

**ERIE SHORES COUNCIL
BOY SCOUTS OF AMERICA
SCOUTREACH DISTRICT**

PROGRAM INTERN (2019)

General Responsibilities

Do you enjoy working with youth? Are you looking for a rewarding job? This entry-level position is responsible for ensuring that all Scouts are registered, receive a quality program, have opportunities to visit camp, complete service projects, earn their advancement (public recognition), and able to support scouting through parent engagement. There is consideration for student class schedules. We are seeking consistency, willingness to learn, strong communication skills, organized, perform basic computer functions, able to perform light physical labor, able to travel to assigned locations. strong work ethic and support the Scouting mission and values.

Program Interns can anticipate completing at least 10 hours weekly except during partner school closures.

Scoutreach District specifically collaborates with community partners to eliminate barriers that reduce the opportunities for youth participation. Program Delivery Team members are important to the success of this mission for Scouts for grades K-6.

Specific duties include:

1. Assist with on-site programming at 1-2 locations Monday thru Friday; occasionally scheduled for weekends at least once per month. You will be assigned to a community within Lucas County, Ohio.
2. Use approved lesson plan to ensure that each program site receives a quality program, practicing lesson plan of time and working with the program team. Review and become familiar with program materials.
3. Tracking attendance and advancement for each assigned location.
4. Assist with collect complete applications and funds from each registered scout during the first meeting or before their next scheduled meeting; follow-up with interested scouts to secure applications and assist with sign-up/recruitment opportunities.
5. Assist with popcorn sale efforts at each assigned partner location with assistance from the Program Aide.
6. Along with payroll time sheet, turn in assigned attendance reports for meetings/outings for your assigned sites.
7. Participate and attend weekly staff meetings and quarterly staff trainings.
8. May assist with in-office assignments (soft skills) data entry, creating program kits, entering survey data, and completing sales calls.

Qualifications:

- Able to complete assigned responsibilities mentioned above
- Enjoy working in a team environment and independently
- Self-starter, able to multi-task
- Students, Veterans and Retirees are invited to apply
- Successfully complete Youth protection training 1 week after hiring, and additional training as assigned.

Experience and Education:

- Currently enrolled college student (second semester Freshman to senior, undergraduate or Graduate)
- Scouting experience helpful but not required
- Able to pass a background check, excluding minor traffic offenses
- Familiar with Microsoft Word and Excel
- Familiar with Email communications
- Data entry
- *18 years of age or older*

Semester Stipend: \$700 for the semester (minimum 125 hours required), higher stipend available for Education majors.

Number of positions: 2 per semester (excluding Summer)

Available work Schedule:

Monday: 3p-5p

Tuesday: 11a-2p or 3p-5:30p

Wednesday: 11a-2p or 3p-5:30p

Thursday: 11a-2p or 3p-5:30p

Friday: 11a-1p

Desired qualifications: Bilingual (Spanish) verbal and written skills

Open Date: July 5, 2019

Close Date: Until filled

Target Start Date: August 26-September 3, 2019

How to Apply: Submit resume with professional references, BSA adult application (2018) and background authorization form, complete Scoutreach application (<https://www.erieshorescouncil.org/SRPA>), University-required internship form to Artisha.Lawson@scouting.org before the closing date. Email only. No phone calls.