

<b>Job Title:</b>	Outreach Facilitator	<b>Reports To:</b>	Outreach Specialist
<b>Department/Group:</b>	Outreach	<b>Travel Required:</b>	Yes
<b>Location:</b>	MI- Kalamazoo	<b>FLSA Status:</b>	Non-exempt
<b>Level/Salary Range:</b>	\$9 per hour	<b>Status:</b>	Part-Time, Temporary
<b>To apply please include a cover letter, resume, and employment application. Applications accepted by:</b>			
<b>Fax:</b> (269)492-1439 <b>Email:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Subject Line:</b> Outreach Facilitator- Kalamazoo <b>Attention:</b> HR Department <b>Website:</b> <a href="http://www.gshom.org/about/whoweare/employment.html">http://www.gshom.org/about/whoweare/employment.html</a>		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Attend Kalamazoo Outreach Program orientation and training.</li> <li>• Attend all scheduled staff meetings (approximately every other week).</li> <li>• Memorize and role model the Girl Scout Law and Promise to the best of your ability.</li> <li>• Implement detailed program plans following the Girl Scout curriculum, and be prepared to evaluate them at staff meetings.</li> <li>• Travel to local sites hosting Outreach programs including schools, community centers, etc.</li> <li>• Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of gender, race, culture, language, disability, or socioeconomic background.</li> <li>• Register girls by assuring that all paperwork is returned to the Outreach Specialist in a timely fashion.</li> <li>• Maintain accurate program records of achievements, updated participant attendance rosters and all other required records.</li> <li>• Be responsible for all borrowed program-related supplies and materials. Inventory and return unused materials and supplies as requested. Keep any Outreach Program-related school storage areas clean and organized.</li> <li>• Be available for weekend and night activities as needed.</li> <li>• Support efforts for program sustainability. Participate in annual product program and all other Kalamazoo Outreach Program fundraisers and events as assigned. Assure that all monies collected on behalf of the council are returned on time.</li> <li>• Be aware of and practice Girl Scout discipline policies.</li> <li>• Complete other tasks as assigned by supervisor.</li> </ul> <p><b>KNOWLEDGE/SKILLS/ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Have access to reliable transportation</li> <li>• Should be friendly, outgoing and enthusiastic about the benefits of the Girl Scouting programs and philosophies</li> <li>• Be a positive role model for young people</li> <li>• Organized, reliable, punctual and adaptable</li> </ul>			

- Be willing to become a member of the Girl Scouts of USA
- At least one year of experience working with children preferred, but not required
- Obtain and maintain First Aid and CPR certification (as needed)
- Able to move/lift/manipulate up to 25 pounds

**WORK SCHEDULE**

- During the school year
- Lunch time hours (approximately 11 a.m. to 1 p.m.) and/or after school hours (approximately 3:30 p.m. to 6 p.m.) as assigned
- Up to 10 hours per week; may increase upon need
- Evening and weekend hours may be required on an occasional basis
- Possible programs during the summer months for additional hours

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_