



POSITION DESCRIPTION

Position Title: Program Assistant, Part Time	Employee:
Reports to: Eric McFee, Huron District Director	Start date:
Prepared by: Huron Staff and HR Manager	BSA Job Code: 7604 (Para-Professional)
Date prepared/revise: 5-25-12	Exempt status: Nonexempt

POSITION CONCEPT:

The program assistant serves as the primary Scout leader in the units to which they are assigned and generally works up to 30 hours per week except when schools are not in session. Youth members will be recruited through invitation at school assemblies, organizational programs, etc. These units are located in neighborhoods and communities where traditional units and leadership are not available or easily accessible.

The program assistant maintains a viable and effective Scouting program in low-income or immigrant communities, or other localities specifically targeted because of the lack of accessibility to Scouting programs.

KEY FUNCTIONS / PRIMARY RESPONSIBILITIES (5):

- 1) **PROGRAM**
The program assistant is expected to attend every program to which they are assigned or to arrange with Huron staff for coverage of programs in the event of illness, emergency, or other conflicts. The program assistant is expected to plan a fun, engaging program which is developed around appropriate Scouting materials and to present this program with enthusiasm in a context-sensitive manner. The program assistant is expected to attend all special events (camps, field trips, etc.) involving Scouts from their units, or to arrange for adequate leadership in their absence.
- 2) **MEMBERSHIP GROWTH**
Through effective planning and execution of programming, the program assistant is expected to grow each of their assigned units every program term. This growth should be shown in terms of both new youth registrations and average attendance over the course of a program term.
- 3) **ADVANCEMENT**
Through effective planning and execution of programming, the program assistant is expected to help Scouts complete requirements leading to advancement. For school-year and year-round programs, the program assistant is expected to ensure the following benchmarks: for Cub Scouts, 60% of registered youth should achieve Bobcat along with 40% of registered youth achieving an additional rank (Wolf, Bear, etc.); for Boy Scouts, 65% of registered youth should achieve Scout along with 20% of registered youth advancing one rank; for Venturers, 30% of registered youth should show progress towards one or more bronze awards. For summer-only programs, customized advancement criteria will be formulated for each program assistant.
- 4) **TRAINING**
The program assistant is expected to have completed all initial trainings in their first 90 days of employment. Additionally, each program assistant is expected to attend 80% of the program assistant meetings in a calendar year, as well as at least two training events (University of Scouting, a council- or district-offered course or other event pre-approved by the Huron District Director).
- 5) **RECORDS AND ADMINISTRATION**
The program assistant is expected to maintain attendance records for each of their programs and to submit a roster from each of their programs to the Huron Team Lead for Operations within three (3) business days of every program meeting (with exceptions made for day-camp units, VBS units, and other similar cases). Additionally, the program assistant is expected to maintain advancement records detailing which requirements have been completed for each Scout. The program assistant is expected to submit advancement records on the last calendar day of each month.

SECONDARY RESPONSIBILITIES:

- 1) Maintain confidentiality of information dealing with youth, volunteers, staff and all aspects of council business.
- 2) Carry out other assignments given by supervisor or other designated staff.
- 3) Present a positive and professional attitude and image of Scouting while representing the council.

QUALIFICATIONS:

1. Education and experience: High school diploma or equivalent required, with some college preferred. Teaching or social work background is preferred but not required. Some experience working with youth ages 7 to 21 is preferred. Must be age 21 or older per National BSA leadership standards. Must be willing to serve as a positive role model for youth; must

maintain a high standard of behavior and language that shows courtesy and respect for others. Knowledge of Scouting programs is helpful but not required; must be willing and able to complete required training and learn details of the Scouting program.

2. Technology: Computer and internet skills are needed as the program assistant will need to prepare various materials and reports, and take some online training. Computer equipment is available at the council offices.
3. Communication and interpersonal skills: Must enjoy working with youth and be an effective leader. Effective interpersonal communications are needed to work with youth, adults, supervisor and co-workers. Must listen to others' needs and proactively respond appropriately. Must be able to work independently as well as cooperatively and demonstrate a positive attitude. Must strive for consistent, quality, on-time communication with others. Must be able to complete required paperwork and keep accurate records.
4. Work mode and environment: Must be able to work independently with minimal supervision after the initial 90-day training period. Must be able to identify and resolve problems and make decisions.
5. Work schedule: The work schedule is generally afternoons or early evenings Monday through Friday, depending on when the programs meet, and some activities are scheduled on weekends. Program assistants generally work 10 to 30 hours per week except during school breaks when programs are not held. Must be able to maintain punctuality and regular attendance at scheduled meetings. Timesheets must be turned in on the due date for payroll processing (currently each Monday by 12 Noon) even if no hours were worked in a particular week. Supervisor approval is required in advance for working over the maximum established per week for the employee. Must discuss any unusual times on your timesheet with supervisor, such as hours spent attending a special training, etc.
6. Transportation: To serve some units, a program assistant needs to have a personal vehicle that is reliable to reach the work sites. Pending submission of mileage reports and pending supervisor approval, mileage will be reimbursed at a rate no higher than the IRS approved guideline. Must provide proof of valid driver's license. Must carry automobile insurance at the levels of \$100,000/\$300,000/\$100,000. Must provide copy of proof of automobile insurance coverage every time it renews (typically every three or six months).

ADDITIONAL REQUIREMENTS OF THIS POSITION:

MATERIALS AND EQUIPMENT USED: 100% of time

Motor vehicles (unless specified otherwise in employment letter), computers/printers, telephone, copiers, fax machine, visual aids, council service center equipment, etc.

PHYSICAL ACTIVITIES AND REQUIREMENTS: 100% of time

Reaching, standing, walking, grasping, feeling, talking, hearing, stretching, repetitive motions, computer keyboarding, driving a motor vehicle. While in office, work is usually sedentary. Occasional lifting of boxes, files and equipment (up to 40 pounds). While working directly with youth, this position may have more physical requirements, possibly including lifting a youth member in the course of the activities with or without assistance of another person. While working at camp and events, position may have more physical requirements, including lifting of youth and of various equipment (may be up to 100 pounds; employees are strongly advised to work with others to safely lift these items).

MENTAL DEMANDS: 100% of time

Reading, detail work, confidentiality, stress, problem solving, language, training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, frequent interruptions in a fast-paced environment, continual change.

WORKING CONDITIONS: 100% of time

Worker is subject to inside and outside environmental conditions.

MODE OF OPERATION:

Be a model of the ideals of Scouting. Represent the council in a positive way. Work cooperatively with leadership, coworkers, and others. Be able to make and keep commitments, completing assignments on time. Effectively manage time and organize work to achieve expected results. Be efficient at backdating and planning. Use innovation and adaptability to be most effective. Use all available resources efficiently. Accept coaching and skill development. Be able to communicate expectations to others and manage several projects simultaneously.

WORKING RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:

Recognize the importance of a good working relationship with other employees. Recognize the importance of a close and harmonious working relationship with all volunteers and others who work with and/or are affiliated with the Scouting program.

Accepted by: _____
Program Assistant

Date: _____

Approved by: _____
Supervisor Eric McFee

Date: _____