



POSITION ANNOUNCEMENT

TITLE: **OUTREACH LEADER – Sacramento**

POSITION AVAILABLE: January 2011

SPECIFICS: Part-time, non-exempt position
Hours vary, mostly Monday – Friday, late morning to late afternoon; some evenings and weekends available.

HIRING RATE: Minimum \$11.00 per hour.

BENEFITS: Mileage reimbursement

REPORTS TO: Outreach Supervisor, Sacramento

POSITION SUMMARY: Functions as part of a leadership team providing Girl Scout program to groups of girls ages 5-17.

ORGANIZATION OVERVIEW: Progressive not-for-profit organization for girls and young women helps girls build character and skills for success. Richly diverse and growing Girl Scout council currently serves more than 29,000 girls in 18 northern and central CA counties, with an annual budget of \$6,900,000. The council headquarters is located in Sacramento.

RESPONSIBILITIES:

- Plan, implement, and evaluate the Girl Scout program in after-school or non-traditional settings on a weekly basis at assigned locations throughout Sacramento County.
- Attend all program leader trainings and weekly meetings as scheduled.
- Keep accurate records and complete other paperwork in a timely manner: attendance records, monthly program plans, registration forms, and cookie sale paperwork.
- Help girls grow in their understanding of the Girl Scout program, which emphasizes developing self potential, relating to others, developing values, and contributing to society.
- Promote acceptance and understanding of girls from all racial, cultural, and socioeconomic backgrounds, age and ability levels.
- Follow established health, safety, and program standards and personnel policies.
- Communicate with principals and school personnel.
- Work cooperatively within a team environment with other outreach leaders.
- Communicate regularly with parents / guardians and encourage them to become actively involved with the program.
- Address any behavior problems by employing appropriate measures.
- Perform or absorb other duties as required.

QUALIFICATIONS:

- Minimum age: 18 years old and high school graduate.
- Ability to work with children in at-risk environments.
- Demonstrate commitment to recognize and respect the many forms of diversity.
- Possess mature judgment, common sense, sense of humor, flexibility, enthusiasm, and patience.
- Bilingual skills a plus.
- Have reliable form of transportation, a good driving record for past 5 years, and proof of insurance.
- Ability to lift up to 25 lbs. and to transport program materials.
- First Aid and CPR training desirable.

Submit cover letter and résumé to
Human Resources Department
Girl Scouts Heart of Central California
6601 Elvas Ave
Sacramento, CA 95819

Or email to hrdept@girlscoutshcc.org

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