



JOB DESCRIPTION

Program Specialist

Department: Program Department
Reports To: Director of Programs
Salary Grade: 3 – Nonexempt Part-Time

Job Summary

The program specialist is responsible for assisting program coordinators and managers to provide direct services to girls ensuring that program implementation supports the council's plan and strategic business goals. The specialist maintains strict adherence to safety and security guidelines and promotes the Girl Scout Leadership Experience and outcomes. Program specialists work in a variety of settings at Girl Scouts of Eastern Oklahoma and may be employed in the following programs: Girl Scouts Beyond Bars or Staff Led Troop Program. The essential functions may vary to some degree from one program to another, as well as the different environments where duties are performed.

This is a Safety Sensitive position.

Essential Duties and Responsibilities

- In Girl Scouts Beyond Bars: Specialist must attend Department of Corrections training to qualify for entry into prisons for program delivery.
- In the Staff Led Troop Program: Specialist is responsible for assisting at troop meetings in Girl Scout and community facilities, public housing, and/or public schools.
- Responsible for transporting children in a 15-passenger van.
- Responsible for administrative duties such as attendance records and completing GS paperwork; pre-packing for troop meetings, and making reminder calls for meetings, prison visits, field trips, and overnights.
- Performs additional duties as assigned.

Minimum Qualifications

Education and Experience

- High School Diploma or equivalent.
- Must have a valid driver's license within the state of employment.

Required Skills and Abilities

- Working knowledge of Microsoft Office.
- Ability to maintain strict adherence to safety and security guidelines.
- Ability to obtain First Aid & CPR certification.

Physical and Schedule Requirements

- Must be able to lift and carry a minimum of 25 pounds.
- Prolonged periods of sitting at a desk and working on a computer.
- Physically able to move through and between offices, program, centers, campgrounds, and other off-site locations as needed.
- Willingness to work a flexible schedule including evenings and weekends; occasional overnights as necessary, and ability to travel as job requires.