



JOB DESCRIPTION

Program Support Provider

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

Consider committing to working with our Girl Scouts Beyond Bars Program! Two Tuesdays a month from 3:00 p.m. to 9:00 p.m. and/or two Saturdays a month from early afternoon to late evening. Come join us for one or all four monthly opportunities.

Job Summary

The program support provider is responsible for reliable and courteous transportation service for the youth participants of the Girl Scouts Beyond Bars Program and for community troop meetings. The provider will be responsible for driving 12-15 passenger vans on an assigned route to and from various locations, including facilities operated by the Department of Corrections. The provider will move and transport troop supplies to and from meetings and will serve as adult support to the program staff during the meetings. **This is a Safety Sensitive position.**

Essential Duties and Responsibilities

- This position supports weekday evening and weekend programs.
- Maintains strict adherence to safety and security guidelines in planning and implementation.
- Attends Department of Corrections Training.
- Is able and willing to transport youth participants in a 12- or 15-passenger van in a safe and courteous manner.
- Assists passengers, including handicapped, in and out of vehicle.
- Reads and interprets maps and driving directions to prepare the most efficient route for service.
- Reports accurate and timely records of mileage, vehicle condition, fuel purchases and incident/accident reports that are requested from program staff and management.
- Ensures vehicle is clean after use and reports maintenance issues to the Director of Programs.

Minimum Qualifications

Education and Experience

- High School Diploma or general education diploma.
- Minimum age 25 years
- Must have a valid driver's license within the state of employment.

Required Skills and Abilities

- Knowledge of Girl Scouting a plus.
- Bilingual (Spanish/English) a plus
- Ability to model behavior consistent with the Girl Scout Mission, Promise, values and Law.
- Ability to maintain strict adherence to safety and security guidelines.

- Knowledge of the Oklahoma Department of Corrections a plus.
- Ability to work effectively with people of all ages from diverse backgrounds.
- Proof of meeting Oklahoma State requirements regarding auto licensing, driver's license.

Physical and Schedule Requirements

- Must be able to lift and move equipment weighing approximately 35 pounds.
- Physically able to move through and between offices, program, centers, campgrounds, and other off-site locations as needed.