



## POSITION DESCRIPTION

Updated _____ by _____ Date Supervisor
---

**POSITION TITLE:** Program Assistant  
**REPORTS TO:** Membership Manager  
**DEPARTMENT:** Membership Department

### SUMMARY:

This position contributes to the growth and development of girls by providing quality programming to all interested girls. The program will emphasize the values and standards of Girl Scouts of the USA through curriculum that is based on providing a consistent Girl Scout experience that will result in having a maximum positive impact on girls.

### ACCOUNTABILITIES

1. Works under the direction of the membership manager and assists the program leader to provide support for and delivery of programs that meet the values, mission and safety standards of GSUSA and GSME.
2. Assists in developing ways to effectively work with and respond to the needs of the girls participating in the program; assists with daily planning, preparation and clean-up.
3. Assists the program leader and membership manager to ensure that the experience is beneficial for the girls.
4. Must be comfortable working with girls from diverse backgrounds and with a diverse set of abilities.
5. Assists the program leader in providing a recognition ceremony, the purpose of which is to recognize the achievements of the girls, promote summer programs and recruit adults to volunteer.
6. Participates in meetings with supervisors as needed.

### QUALIFICATIONS:

- Enjoys working with children
- Able to work with large groups of energetic girls
- Able to work with girls from diverse backgrounds
- Is comfortable with sensitive issues
- Is flexible and patient
- Interested in making a positive difference in the lives of girls
- Is reliable, organized and punctual
- Has reliable transportation and is able to reach the program site at the agreed upon time
- Willing to take the necessary training
- Willing to join the Girl Scout organization
- Must be at least 18 years old