

# Program Facilitator

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**Classification:** Part time, non-exempt

**Accountable To:** Director of Programs- Staff Supported

## POSITION SUMMARY

The **Program Facilitator's** primary objective is to develop girls of courage, character, and confidence, while providing a program experience for girls to become Go-Getters, Innovators, Risk Takers, and Leaders.

## EMBODIES G.I.R.L. ATTRIBUTES

- G. Go-Getter** - bold, honest and determined to succeed
- I. Innovator** – thinks outside the box, looks for creative ways to take action
- R. Risk Taker** – courageous and strong, keen to try new things and embrace the unfamiliar
- L. Leader** – confident, responsible, and committed to changing the world

## RESPONSIBILITIES

- Facilitate meaningful programs using Girl Scout curriculum to help girls develop a strong sense of self, positive values, seek challenges, build healthy relationships, and become community problem solvers
- With guidance and supervision from the Social Impact Manager, participate in and contribute to the planning of programs and activities based on the Girl Scout Leadership Experience and G.I.R.L. traits
- Promote the three processes of Girl Scouts: 1) Girl Led 2) Learn by Doing 3) Cooperative Learning
- Attend trainings and meetings as required
- Encourage girl decision making and leadership through positive activities and group mentoring
- Document work and conduct program evaluations as directed
- Ensure Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to member of the Council
- Responsible for learning and staying abreast of current information regarding Girl Scouts, GSSOAZ and our products and offerings
- Demonstrate and promote a climate of courtesy and professionalism to coworkers, the volunteers served by the Council, and others with whom their job puts them in contact
- Promote and assist with Council wide programs, activities, and fund development endeavors
- Enter data into Council CRM tool and adhere to Council procedures and policies regarding documenting membership interactions, maintaining confidentiality and completing tasks
- Attend trainings and meetings as required, some of which may be off-site
- Prepare and submit yearly, quarterly, monthly and weekly electronic reports
- Maintain files in an organized and up-to-date manner; adhere to Council document storage guidelines
- Perform job duties in accordance with the Safety and Risk Management Plan
- Beyond the description listed above, your skills will be utilized to best benefit the mission of the organization

## QUALIFICATIONS

- High School Diploma or equivalent experience in related field or any combination of education, training and experience that provide the required knowledge, skills and abilities to perform the responsibilities of the position
- Maturity, sound judgment and leadership skills
- Afternoon, evening and/or weekend availability
- Belief in the mission of Girl Scouts and ability to communicate and model the mission to others
- Previous Girl Scout experience and knowledge welcomed; not required
- Previous work experience in a non-profit or youth services environment welcomed; not required
- Ability to work effectively with people of diverse racial, ethnic and economic backgrounds and promote an inclusive environment
- Excellent verbal and written communication skills
- Flexible and able to problem solve, self-direct and be pro-active rather than reactive
- Capable of working under pressure and handling multiple demands/heavy volume
- Ability to work a flexible schedule that may include evenings and weekends, occasional overnights and ability to travel as job requires
- Willingness to work in a flexible work environment, including satellite property, offsite from home office, public spaces or other location as the job requires
- Possess the character, skills, and ability to be a positive role model for girls and adults.
- Ability to lift up to 25 lbs. regularly, up to 50 lbs. occasionally, stand and sit, bend and reach, throughout the shift
- Business Technology- Strong user computer skills in Microsoft Office including Word, Excel, Outlook and other common applications. CRM experience, especially Salesforce, desirable. Must be able to learn, understand and apply new technologies with ability to understand the basic data quality principles and practice
- Bilingual (English/Spanish) highly desirable
- Ability to successfully pass a Background Check and/or obtain an Arizona Fingerprint Card
- Daily access to automobile in working condition or adequate alternative transportation. Proof of meeting Arizona State requirements regarding auto licensing, driver's license, and liability insurance, if applicable

**Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and pluralism and for developing the Council resources through increased membership, strengthening community connections, serving girls and fund development.**

I acknowledge that I have received and reviewed the job description and am able to perform the essential duties of the position.

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Print Employee Name

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Employee Signature

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Date