



BOY SCOUTS OF AMERICA

## Position Description

# **Program Manager**

### **Work in Scouting**

The Boy Scouts of America provides a program for young people that builds desirable qualities of character, trains in the responsibilities of participating citizenship, and develops personal fitness. Scouting serves more than three million young men and women in every part of the country through 296 local council service centers. Program Facilitators have the responsibility for serving as positive role models for at-risk youth, 2<sup>nd</sup>-5<sup>th</sup> grade, and/or 6<sup>th</sup> grade till 18; by organizing and running the weekly meetings for one or more Scouting groups

### **Responsibilities**

The Program Manager is an entry-level position with responsibilities that are broad and varied. Duties include; running school based Scouting programs in Washtenaw County, helping youth's self-esteem through goal achievement and recognition, offering the program to more young people, and interacting with parents and community leaders. The ideal candidate must be a positive role model. Aspects of the position include:

- Program Delivery. Responsible for delivering programs and activities that enhance and support unit program. These programs will be age-appropriate and help to build retention in the units through progressive and challenging opportunities.
- Advancement. Track attendance and advancement recognition at each session run. Communicate with parents to help them understand the values of Scouting.
- Membership. Working to recruit new youth from assigned areas to join Scouting groups by establishing a relationship with local families.
- Parents/Volunteers. Work with parents and other community volunteers. Must encourage volunteers to be trained in youth protection policies and involve them in the group's leadership. Must have good communication skills and can tell Scouting's story to the community.

### **Qualifications**

Must be able to work varied afternoon and evening hours after school between 2:00 p.m. and 8:00 p.m. Monday-Thursday and/or daytime hours in the summer or during school vacation times.

Must enjoy working with people.

Must be a self-starter with a strong work ethic and ability to multi-task.

Dedication- interest in devoting oneself to others and believe in the Scout Oath and Law.

Adherence to BSA membership standards.

Must be at least 21 years of age with reliable transportation.

### **Salary and Benefits**

Starting pay for an entry level Program Facilitator is \$10-\$12 per hour. Hours per week vary depending on number of programs supervised. (4-5 hours for each program) average assignment is 5-10 hours per week).

### **Desired qualifications**

Verbal and written communication skills, Bilingual (Spanish) skills

### **Experience and Education**

Position requires a high school diploma or GED, and sincere interest in working with youth

### **How to apply**

Please submit your resume and cover letter to Cristina Van Putten, District Director at [Cristina.VanPutten@scouting.org](mailto:Cristina.VanPutten@scouting.org) . You may also call (734) 971-7100x104