

<b>Job Title:</b>	<b>Community Program Presenter</b>	<b>Department:</b>	Membership
<b>Reports To:</b>	Community Program Specialist	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	None	<b>Role Type:</b>	Hybrid
<b>Work Schedule:</b>	Up to 20 hours per week which will include daytime, after school hours, evenings and Saturdays or Sundays when events are scheduled.	<b>Status:</b>	Seasonal

**NATURE AND SCOPE OF POSITION**

The Community Program Presenter (CPP) is an outreach position of Girl Scouts Louisiana East (GSLE, organization or Council) and is responsible for delivering and facilitating interactive Girl Scouts (GS) program presentations, events, and activities. The purpose of the role is to share the GS experience with K-12 girls from diverse backgrounds and cultures in schools, churches, community centers, public forums, and other non-traditional settings, generate awareness and increase interest in participating in Girl Scouting.

**PRIMARY QUALIFICATIONS**

<b>Education:</b>	<ul style="list-style-type: none"> <li>A high school diploma or equivalent (GED) is required.</li> <li>An Associate’s degree in English, Communications or a related field is preferred.</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>A minimum of one (1) year of experience interacting with youth or students in school, camp, youth ministry, club, community service or similar role is required; not-for-profit/volunteer-based settings is preferred.</li> <li>Knowledge of GS programs is preferred.</li> </ul>
<b>Certifications:</b>	<ul style="list-style-type: none"> <li>None required.</li> </ul>
<b>Special Skills and Competencies:</b>	<ul style="list-style-type: none"> <li>Must perform at a basic level or above with Microsoft Office products (e.g. Outlook, Word, Excel, Power Point).</li> <li>Must have the ability to deliver presentations to small and large groups utilizing effective persuasive, public speaking skills.</li> <li>Must possess:                             <ul style="list-style-type: none"> <li>A passion for working in a non-profit environment with youth and the public.</li> <li>Emotional maturity with a willingness to work independently and as a team player.</li> <li>The ability to communicate effectively verbally and in writing with diverse individuals and groups.</li> <li>The ability to maintain confidentiality.</li> <li>The ability to maintain a positive, collaborative attitude.</li> <li>The ability to problem-solve in a fair and diplomatic manner.</li> <li>Willingness to maintain flexibility in assignments.</li> </ul> </li> </ul>
<b>Other Considerations:</b>	<ul style="list-style-type: none"> <li>Minimum age is 18 years old.</li> <li>Valid, unencumbered driver’s license and proof of vehicle insurance is required.</li> <li>May require overtime as directed.</li> <li>Personal membership in Girl Scouts of the USA (GSUSA) is required.</li> <li>The ability to travel to and work at the GS DreamLab, GSLE Camp locations, and any other venue where GS activities are being performed including schools, churches, community centers, public forums, and other non-traditional settings.</li> </ul>

**JOB FUNCTIONS**

**Essential Duties-**

- Responsible for transporting materials and activity aids and resources, setting up and tearing down equipment, tables, A/V equipment, managing attendance, collecting information, facilitating program instruction and with general room set-up.
- Perform duties that include but are not limited to assisting the CPS and/or facilitating presentations, talks, meetings, activities and events using pre-approved GS visual, print and other materials and resources.
- Provide program attendees/participants with a quality experience that conforms with the mission, values, culture and program objectives of GS.

- Perform outreach activities designed to encourage girls to join and remain long-term members of the GSLE Council in non-traditional outreach locations with limited supervision.
- Develop productive relationships with site coordinators (Housing, Girl Scouts Beyond Bars sites, schools, etc.) to ensure long-term opportunities for outreach at their sites.
- Utilize a consistent GS brand voice when presenting approved program materials, presentations, flyers, brochures and information.
- Assist the CPS with collecting information and compiling reports for grant-funded programs and implementation of program grant awards.
- Maintain an accurate and up-to-date Outlook calendar to ensure availability and to limit scheduling conflicts; notify the CPS as far in advance as possible of scheduling conflicts or changes to pre-set events.
- Maintain participant information from attendance sheets, registration forms, and pre and post questionnaires.
- Maintain open and frequent communication with the CPS to ensure a clear understanding of duties, responsibilities, and objectives of the community program initiative. Interact with other GS team members as appropriate.
- Interact with and solicit feedback from supervisor often for purposes of growth, development and to ensure membership initiatives are clearly understood in performance of assigned duties.
- Maintain availability and flexibility to perform duties remotely and when assigned, on location at the GS DreamLab.
- Actively participate in cross-training assignments as directed.

**Other Duties:**

- Represent the Council professionally, to both internal and external audiences, and provide courteous and prompt service to all internal and external parties, donors, members, volunteers, staff, and other community contacts.
- Support, comply with and adhere to all GS and Council policies in a professional manner, independently and with minimal oversight.
- Assist in achieving department initiatives and Council goals through effective and efficient performance of assigned duties and by collaborating cross-functionally as appropriate or directed.
- Perform other duties as assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT-**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Requirements include but are not limited to:

- Sit or stand for periods up to five (5) hours,
- Moderate levels of standing, walking, using hands to finger motions, stooping, kneeling, crouching, or crawling,
- Communicate effectively orally and in writing,
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Hand/eye coordination skills are essential because a significant amount of physical activity is required.
- Must occasionally lift and/or move boxes, materials, and products up to 35 lbs. without assistance.

**Work Environment:** The work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations.

- Typical business/office operation and retail sales environment.
- Consists of typical indoor and occasional exposure to outdoor weather conditions.
- The noise level in the work environment is usually moderate.

**JOB ACCEPTANCE**

I certify I have read, fully understand, and accept all terms and conditions of the above job description. I also acknowledge it is general in nature and levels of work, knowledge, skills, abilities, and essential functions expected for this position and is not intended to provide or contain a comprehensive listing of activities, duties or responsibilities required.

Further, I acknowledge Girl Scouts Louisiana East has the right to change this job description or content at any time with or without advance notice.

**AT WILL CLAUSE**

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Girl Scouts Louisiana East is of an “*at will*” nature, which means that if I am hired, I am free to resign at any time, with or without cause, and without prior notice. Girl Scouts Louisiana East reserves the same right to terminate my employment at any time, with or without cause and without prior notice. It is further understood that this “*at will*” employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by the Chief Executive Officer (CEO) of this organization.

**SIGNATURES:**

\_\_\_\_\_  
Employee Printed Name                      Employee Signature                      Date

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Human Resources or Supervisor Signature      Date

Girl Scouts Louisiana East is an Equal Employment Opportunity organization.