



Assistant Program Aide Job Description

LeAP Summary:

The Greater Colorado Council strives to make Scouting available to all youth that want to participate. The Leadership Assistance Program (LeAP) brings Boy Scouts of America programs to youth in the Denver Metro area affected by economic and social hardships. Participants benefit from structured, afterschool, or community center-based programs led by trained adults in a safe space. Unlike parent-led Dens and Packs, LeAP delivers content to our youth via paid Program Aides.

Position Description:

Assistant Program Aides are responsible for implementing and supervising the Scouting programs, this can be in an in-school or after-school setting. Assistant Program Aides support the lead Program Aide who acts as the Unit Leader, assisting with scheduling, planning, and leading weekly meetings with youth, based on the prescribed lesson plans.

Position Requirements and Responsibilities:

- Register as an Adult Leader with the Boy Scouts of America.
- Complete the mandatory Youth Protection Training and other Unit Leader pieces of training.
- Develop and maintain good working relationships with Scout leaders, Charter Organizations and Schools.
- Review and become familiar with program materials.
- Meet weekly with the LeAP District Executive to receive proper supplies for weekly lessons.
- Strive to ensure that every youth participant can earn a minimum of one rank advancement during the program year.
- Track attendance, advancements, and recognitions through the corresponding tracking system.
- Participate in scheduled or called meetings as needed.
- Must be people-oriented, with the ability to work well with adult volunteers, community and business leaders, and representatives of other organizations.
- Must be reliable, consistent, and proactive.

Position Qualifications:

- Must be 18 – 20 years old.
- Able to pass a background check.
- Possess a valid driver's license and reliable transportation.
- Previous experience in the youth development field preferred.
- Believe in the BSA and subscribe to its principles and standards.

Hours and Compensation:

- Opportunity to work Monday – Friday, up to 20 hours/week as your availability allows.
- Schedule will depend on the number of units assigned and the meeting time of the unit. Operating hours are typically between 7:00 am – 9:00 am for morning care programs and between 2:00 pm – 6:00 pm for after-school/evening programs; you must be available for at least one of these operating periods.
- Program Aides are required to dedicate at least 2 hours for each meeting, broken down to 1 hour of program delivery, 30 minutes for set up and clean up, and 30 minutes for commuting.
- Pay is \$15-17/hour based on experience.

If you are interested, please submit your resume to Elizabeth Gonzalez at elizabeth.gonzalez@scouting.org

Prepared. For Life.™

