



Program Specialist Job Description

Scoutreach Summary:

The Greater Colorado Council strives to make Scouting available to all youth that want to participate. Scoutreach brings Scouting America programs to youth in the Denver Metro area who are affected by economic and social hardships. Participants benefit from structured, afterschool or community center-based programs led by trained adults in a safe space.

Position Description:

Program Specialists are responsible for implementing and supervising the Scoutreach programs in in-school or after-school settings. Program Specialists act as the Unit Leader and assist with prepping and leading weekly meetings with youth, based on the prescribed lesson plans. They work with an Assistant Program Specialist if one has been assigned to the unit.

Position Requirements and Responsibilities:

- Register as an Adult Leader with Scouting America.
- Complete the mandatory Youth Protection Training and other Unit Leader pieces of training.
- Provide leadership as Unit Leader to their assigned unit(s)
- Develop and maintain good working relationships with Scout leaders, Charter Organizations and Schools.
- Review and become familiar with weekly lessons before delivering program to the youth. Meet weekly with the Scoutreach District Executive to receive proper supplies for weekly lessons.
- Track attendance, advancements, and recognitions through the corresponding tracking system.
- Must be people-oriented, able to work well with volunteers and community/school leaders.
- Must be reliable, consistent, and proactive.

Position Qualifications:

- Must be 21 years or older.
- Able to pass a background check.
- Have access to reliable transportation.
- Previous experience working with youth required.

Hours and Compensation:

- Opportunity to work Monday – Friday, up to 20 hours/week. We will work with you to create your set schedule.
- Operating hours are typically between 2:00 pm – 6:00 pm for afterschool/evening programs.
- Program Specialists are required to dedicate at least 2 hours for each meeting, generally broken down to 1 hour of program delivery, 30 minutes for set up and clean up, and 30 minutes for commuting.
- Pay is \$20 - \$23/hour, based on experience.

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

