



## Girl Scouts of the Chesapeake Bay

501 South College Avenue  
Newark, DE 19713  
(302) 456-7150 or (800) 341-4007

### POSITION DESCRIPTION

**TITLE:** Community Outreach Aide, Membership Services

**REPORTS TO:** Director of Membership & Marketing OR assigned Community Development Managers(s)

**LOCATION:** Varies

**OBJECTIVE:** The Outreach Aide will be responsible for facilitating Outreach programs for girls age 5-17 years. Program will include regular meetings, participation in Council Product Sales, and at least one field trip per program.

### QUALIFICATIONS:

- Be legal age of majority.
- Ability to be flexible, and to work flexible schedule.
- Experience with Girl Scout programs is desirable.
- Excellent interpersonal and communication skills.
- Have valid driver's license, with access to personal transportation
- Ability to effectively work with community groups, volunteers and staff.
- Must be able to make presentations to individuals and groups.

### ACCOUNTABILITIES:

- Implement **assigned** Outreach programs during the school year **(approximately 20 sessions)**.
- Schedule and implement programs for summer Outreach sites.
- Implement participation in Product Sales program at each Outreach site which is active during the **Fall Product and Cookie programs**.
- Implement one field trip or **celebration** for each Outreach group.
- **Plan and implement a recognition ceremony for participants, inviting family members when possible.**
- Register all girls participating in Outreach programs.
- Purchase and monitor adequate program supplies as needed.
- Prepare written reports as requested.

**POSITION GRADE** Temporary/Part Time