

City of Davenport AmeriCorps Program Girl Scouts Troop Specialist

The Girl Scout AmeriCorps Troop Specialist will work to serve girls through in-school, after-school, and community group settings by providing the Girl Scout Leadership Experience. The Girl Scout AmeriCorps Troop Specialist will also work to enhance and grow the current outreach program and establish programs in areas that face significant barriers to joining Girl Scouts and have few traditional troop volunteers. By bringing the Girl Scout program right to them, girls who may have otherwise not had the opportunity can learn about STEM, the outdoors, life skills and entrepreneurship.

At Least 900 hrs

52 weeks-Approx 18 hours a week

Living Stipend: \$6678.00

Education Award: \$3047.50

SERVICE RESPONSIBILITIES:

- Facilitates outreach and council wide programs, day camps, and recruitment efforts as needed.
- Participates in Council recruitment efforts including drafting flyers that will explain the opportunities available through Girl Scouts and creating a distribution list by contacting local schools, camps, daycares and other youth serving organizations.
- Plan new and expanded outreach programs and special events with the approval of the Outreach Manager.
- Ensure confidentiality of information. Reports hazards, issues, and concerns regarding any Council property.
- Ensures all safety rules and standards are followed by all outreach participants and emergency procedures appropriate to the site are followed.
- Completes all required paperwork/reports within required deadlines.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council.
- Additional responsibilities as they further the mission of Girl Scouts of Eastern Iowa and Western Illinois. None of these additional responsibilities violate the CNCS' Prohibited Activities.
- Be a positive role model to the at-risk youth that we serve.
- Work in partnership with other staff and parents.
- Be able to work independently and as part of a cross functional team.
- Travel throughout assigned geographic areas.

POSITION QUALIFICATIONS and REQUIREMENTS

- Experience working with youth and adults.
- Some technical experience with computer skills in Microsoft Office including Word, Excel, Outlook.
- Ability to lift 35lbs.
- Valid driver's license with good driving record.

- Access to reliable transportation.
- Proof of vehicle insurance.
- Ability to adjust to continually changing environment.
- Belief in and supports the mission of the Girl Scouts.
- Become a registered Girl Scout members

COMPETENCIES

Self-management and Confidence.
Active Listening
Oral and Written Communication
Interpersonal Relationship Building

Customer Service
Maintain Confidentiality
Excellent Organization Skills
Detail Oriented

**Please contact Riley Vaughan, AmeriCorps Program Manager,
riley.vaughan@ci.davenport.ia.us or 563-949-2863**