

## **Program Specialist (Part-time Scout Leader) Job Description**

The Program Specialist position is a part-time Scout Leader who will run multiple Scout programs in the Wichita Falls area. This is a Part-time Position for a maximum of 20 hours a week during the school year. 20 hours a week from Monday through Friday.

The Program Specialist provides an active and imaginative after-school Scouting program and recruits parents to act as leaders beside them. The program specialist is expected to be self-motivating, friendly, to work independently and have a desire for community involvement. This position reports to the District Executive.

### **Responsibilities:**

- Scout leader for a maximum 20 hours a week.
- Serve as a Scouts BSA Leader and/or a Cubmaster.
- Complete Scout leader trainings as outlined by the District Executive.
- Deliver weekly program for Cub Scouts as outlined in the 28-week syllabus that includes lessons in character development, sportsmanship, outdoor skills, and family togetherness. Use other Scouting resources to deliver a quality program.
- Work with parents, teachers, and school personnel
- Communicate with families on a weekly basis through phone calls and e-mails
- Recruit new youth to Scouting
- Strictly adhere to all BSA policies.
- Submit a weekly timesheet detailing hour worked and tasks completed.
- Have personal access to the internet, e-mail, Microsoft Word, and Microsoft Excel.
- Be able to speak, read and write Spanish a plus

Please submit your resume and cover letter to [greg.brownfield@scouting.org](mailto:greg.brownfield@scouting.org) or if you should have any questions please contact Greg Brownfield at 940-247-0255.