

Seneca Waterways Council, BSA

In-School / After-School Program Specialist Job Description

Role and Responsibilities

The position of Turning Point District Program Specialist will be responsible for the implementation of in-school & after-school programs at assigned sites. Weekly program curriculum will be provided to the specialist to follow in serving assigned sites.

Turning Point District Program Specialists provide direct instruction to Scouts as they work on the core elements of Scouting. Scouts will develop a sense of good citizenship, character development and learn habits of good mental and physical fitness, all while learning life skills through engaging activities.

Turning Point District Program Specialists assist in the implementation of a proven program developed by Curriculum Directors and Scouting Professionals with volunteer input. They encourage and support scouts to achieve goals through the Advancement program and maintain the records necessary to document individual progress.

Program Specialists work mainly in an in-school or afterschool setting, and in addition will have responsibilities for Day Camp and Summer Resident camp. There may be situations where Program Specialists will be called upon to assist with special events and other activities.

Essential Functions:

- Be a positive role model for students.
- Works with Staff Leader to implement daily activities and prepare materials for scouts.
- Provides assistance to scouts by explaining and demonstrating assignments or projects, then guiding and enabling scouts to successfully perform tasks to the completion of a project.
- Assists in providing instruction in a firm, consistent, and supportive environment.
- Utilizes teaching methods appropriate to instruct or coach scouts to achieve goals.
- Maintains unit records, program materials and equipment.
- Monitors and documents Scout progress.
- Communicates effectively with the District Director and other Program Specialists, along with other Professional Staff, and Parents.
- Ensures that the work environment is safe and accessible, and that each work station is ready for Scout learning.
- Assists in arrival and dismissal of Scouts from Program area.

Qualifications & Requirements:

- High School Degree, College preferred.
- Complete BSA Adult Application process
- Desire to work in non-structured setting with youth on life skills
- Self-motivated individual able to work independently and in/with a non-traditional work schedule
- Well organized individual with the ability to multitask
- Prior experience working with youth
- All candidates will be subject to Criminal Background check and completing BSA Trainings.

Training (will provide)

- Complete Youth Protection Training - BSA
- Complete Basic Leaders Specific Position Training- BSA

Salary & Hours:

- Starting at \$11.10 per hour
- Hours are scheduled dependent on the individual school program, and Program Specialists availability.