



## Program Specialist

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**Make a difference in the lives of youth – become a Program Specialist with the W. D. Boyce Council, Boy Scouts of America.**

### **Duties of the Position:**

- Lead programs as a mentor to youth in grades K -5<sup>th</sup>, many from at-risk neighborhoods in the Peoria, at local schools or community centers.
- Plan and conduct fun, weekly programs.
- Track attendance and achievements/advancements for each youth at weekly meetings and submit data weekly.
- Planning outdoor activities with assigned supervisor.
- Build relationships with local organizations to further Scouting programs in the community.

### **Position Requirements:**

- Ability to interact enthusiastically and effectively with youth and adults.
- Showcase excellent interpersonal skills and be willing to learn new skills.
- Excellent **punctuality** and **accountability (24-hour notice of absence)**.
- Scouting background is not necessary, although helpful.
- Personal transportation is required.
- Light lifting, physical activity (running and jumping) in youth activity settings required.
- Applicants must be 21 years or older and be able to successfully pass a criminal background check.

### **Work Days and Hours:**

- **School-year: programs run for 1 hour after school with 15 minutes before and after for prep and clean-up. Multiple sites may be required each day.**
- **Supplies will be provided for programs through the Scout office**
- **A mandatory meeting will be scheduled once every month for all program specialists and leaders to coordinate the following month's calendar and distribute supplies**
- **Average hours per week: 5-10; each site is an hour and a half long. Currently have 2 sites, working on adding more.**

### **Compensation:**

- **Compensation starting \$16/hr**
- **Compensation applies for required trainings**

Qualified candidates must submit cover letter and resume with compensation history to [charlie.zimmerman@scouting.org](mailto:charlie.zimmerman@scouting.org). Only the most qualified candidates will be contacted.