



Scoutreach Administrator

Job Description

Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible, and productive society.

The New Birth of Freedom Council, Boy Scouts of America is committed to providing Scouting Programs to youth in EVERY community in southcentral Pennsylvania and has developed a Scoutreach Program to bring Scouting to our underserved markets in cities of York and Harrisburg as well as the Steelton-Highspire community. The Scoutreach Administrator is responsible for leading a staff of program specialists in delivering program to youth that need the Scouting program the most. The Scoutreach Administrator is also responsible overseeing the creation of the program curriculum and expanding the program to new schools and partners.

This position will be based out of our York Service Center located at 2139 White Street in York. This position will travel frequently to program sites in York, Harrisburg, and Steelton-Highspire communities.

Today's professional Scouters are a diverse group of men and women sharing a dynamic career offering independence, achievement, and stability. This is work that makes a difference, work that calls one to continual learning and challenge, work that offers solid compensation, benefits and advancement.

Position Overview

- Work as the Scoutreach Program Administrator that serves youth in York City, Harrisburg City and the Steelton-Highspire community.
- Recruit youth into Scouting.
- Implement the program curriculum which is designed for Scouts to achieve rank advancements and meet life skill requirements.
- Recruit and work with a volunteer committee to grow the impact of the local Scouting Program in York City, Harrisburg City, and the Steelton-Highspire community.
- Plan and execute weekend outdoor activities for youth on a quarterly basis.
- Recruit and support a team of part-time employees (program specialists) to lead meetings and activities.
- Deliver a quality Scouting program that increases the retention of participating youth and adults, demonstrates measurable advancement and grows youth participation.
- Complete applications and provide supporting documentation for foundation and grant requests, including but not limited to United Way requests.
- Raise funds from the community in support of Scoutreach programs.
- Serve as an ambassador of the Scouting program, always striving to deliver the mission of the program.

Desired Skills

- Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible and creative.
- Enjoys working with youth. Most programs are designed for elementary school youth (K-5). Will work with a small number of middle school youth.
- Detailed-oriented individual responsible for employment paperwork, weekly employee timesheets, youth applications, and advancement records.
- Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, planning, social media, computer skills and team building.
- Proficient with Microsoft Applications including: Word, Outlook, Excel, and PowerPoint.
- Experience with electronic newsletters, social media (Facebook, Twitter, Instagram), and content creation for the web.

- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

Education

Preferred: Bachelor's degree from an accredited college or university (transcript with the date degree conferred).

High School degree required.

Qualifications

- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- 21 years of age or older.
- Ability to work varied hours when necessary. Some evening activities and weekend work is required to achieve positive objectives.
- Ability to travel for training at least once a year for one week.
- Valid Driver's License and reliable transportation.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference and motor vehicle background checks.

Compensation:

The New Birth of Freedom Council, Boy Scouts of America is an equal opportunity employer. In addition to offering a competitive salary of \$36,000, Professional Scouting offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, a 403B Match Savings Plan, plus compensation for authorized and approved business-related expenses to include phone and mileage reimbursement. We also offer generous vacation policy and eleven holiday observances.

How to apply:

Qualified candidates must submit cover letter and resume with salary history to Chris Styers. Only the most qualified candidates will be contacted.

Additional information on a career as a District Executive can be found at this link:<http://www.scouting.org/Careers/WorkingWithUs/EssentialSkills.aspx>