

Girl Scouts of Central Maryland Position Description

Title: Bilingual Project Assistant
Unit/Department: Community Programs
Reports to: Project Manager
Hours: up to 25 hours per week
Starting Salary: \$15 per hour plus Mileage Reimbursement
Term: Contractual

Position Summary: The Project Assistant is responsible for working with multiple stakeholders in the implementation of grant funded Healthy Choice and STEM afterschool curriculum for grade K-8 students at specific partner sites in Baltimore City, northern Anne Arundel County and Baltimore County. The Project Assistant will facilitate weekly Healthy Choice lesson plans and facilitate robotics lessons. The instructor will also track student attendance, participate in required events, prepare materials for Healthy Choice & STEM lessons, and regularly report and communicate program progress to the Project Manager and site coordinator. The Project Assistant will also be responsible for parent engagement including print and phone contact, and participation in periodic evaluations of the program.

Essential Duties and Responsibilities:

- Works in partnership with Program Coordinators to effectively facilitate quality, age appropriate programming to girls in various community settings.
- Facilitates programs covering Healthy Living, self-esteem, and anti-bullying and Robotics from a pre-set curriculum, training provided.
- Monitors and maintains accurate records of in-school programs and provides accurate reporting as required.
- Monitors and maintains data pertaining to participation and attendance using Smartsheet.
- Works on administrative tasks that include session prep, uploading documents, and inputting data.
- Attend lunch-bunches to assist with recruitment for all day events.
- Attends community engagement opportunities to promote program in specified communities.
- Able to comprehend and effectively articulate standardized curricula in English and Spanish.
- Able to adapt program to accommodate girls with developmental, physical, cultural or language needs.
- Ensures that all activities meet GSUSA and council policies and standards
- Performs other related duties as required.

Skills, Education and/or Relevant Experience:

- Must be 21 years or older and able to successfully pass a background check.
- Incumbent must have reliable transportation and possess a valid driver's license and proof of insurance.
- Must be a fluent Spanish speaker, reader and writer.
- Minimum education; high school diploma, with some college. College courses in education, youth development a plus. Relevant work experience preferred.

- Must possess the ability to work with girls in a large group setting and be able to apply critical thinking, use of good judgment, and make positive decisions.
- Successful candidate will be culturally sensitive and possess the ability to work productively with diversified groups of people.
- Able to demonstrate strong classroom management skills.
- Teacher certification and/or education background highly desired.
- Self-starter. Detail oriented. Highly motivated.
- Excellent problem solving and conflict resolution skills required.
- Must possess excellent verbal and written communication skills.
- CPR and First Aid certification a PLUS.

Important Note:

- The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts of Central Maryland. Girl Scouts of Central Maryland is an EOE Employer.

Core Competencies:

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:**
 - Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
 - Excellent problem solving and conflict resolution skills required.
 - Excellent time management skills required.
- **Oral communication:**
 - Express ideas and facts clearly and accurately.
 - Excellent verbal, written and interpersonal skills required.
 - Excellent presentation skills.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Information Management:**
 - Access, organize and manage information effectively.
 - Keep accurate and timely records.
 - Demonstrated ability to develop and implement marketing plans based on analysis and council data.
 - Demonstrated ability to effectively manage resources and projects.
- **Organizational Knowledge:**
 - Understand Girl Scout purpose and organizational structure including functions, operations and interpersonal relationships.
 - Keep current with all key GSUSA and council specific policies, priorities, processes and practices.
 - Complete required training/coursework as assigned and provided by GSCM or GSUSA.

To be considered for this opportunity, please email your resume to mgriffith@gscm.org or fax to 410-358-9918. Please be sure to reference Community Programs Assistant in your subject line.

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