

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: Field Assistant

REPORTS TO: Membership Specialist

PRIMARY AREAS OF WORK:

The Field Assistant is responsible for a broad range of outreach activities in identified communities, for a specific period of time. Assists the assigned Membership Specialist within assigned communities that have special needs, i.e. underserved areas as a result of language or economic barriers, lack of awareness regarding the Girl Scout program, or rapid growth areas.

TARGET AREAS:

Work primarily with schools, houses of worship, recreational centers and the surrounding communities, to develop and maintain Girl Scout programs for girls in elementary and middle school.

SPECIFIC DUTIES:

- Work closely with Membership Specialist to recruit and retain girl and adult members based on numerical goal as determined by Membership Specialist/Area Manager.
- Educate the community regarding the Girl Scout program.
- Assist Membership Specialist in scheduling and conducting parents' meetings and other events as needed.
- Provide support to troops in assigned area that have low enrollment.
- Coordinate and/or attend troop meetings as needed.
- Arrive early to meeting sites and be prepared to lead meetings.
- Distribute flyers to support recruitment efforts.
- Must attend Field Assistant Training within the first 30 days of hire.
- May be required to attend additional GSCNC training including, but not limited to; First Aid, Program Level, Troop Organizer and Basic 101.
- Submit Field Assistant Worksheet at least 2 times each month to Membership Specialist/Area Manager.
- Maintain regular contact with Membership Specialist regarding meetings, activities and potential problems.
- Work closely with the Membership Specialist and administrative volunteers to recruit girls and adults.
- Gather information for community profile.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be able to maintain a flexible work schedule, consisting of some day, evening and

weekend activities.

- Provides own transportation, in order to access all areas within the assigned communities.
- Maintain a professional appearance – minimum standard is Girl Scout t-shirt.

Mileage will be reimbursed at \$0.505 per mile, or the prevailing GSCNC rate in place at that time. Mileage reports are due to Membership Specialist within 2 business days of the close of each month with corresponding Field Assistant Worksheet.