GIRL SCOUTS OF SOUTHWEST TEXAS
JOB DESCRIPTION

Job Title: Volunteer Support Community-Based Work Study Student

FLSA Status: N/A

Department: Volunteer Services & Support

Reports to: Manager of Volunteer Support

Position Summary: The Volunteer Support Community-Based Work Study Student will support adult learning for Girl Scout volunteers including training activities in leadership, safety, and enrichment programs. The Volunteer Support Community-Based Work Study Student will work on a variety of projects and have the flexibility to plan and implement the project. The projects may include supporting Volunteer Support activities, developing and revising online trainings, reviewing and revising current course curriculum, set up and coordination of adult learning events and developing marketing strategies for adult recruitment and learning activities for 21 counties.

General Purpose: Planning, recruiting, training and quality service

Role Qualifications:
• Must partner with members of the Volunteer Support & Services department, the community and volunteers.
• Must demonstrate and promote a climate of courtesy, respect and professionalism to coworkers, volunteers and others served by the council.

Position Responsibilities:
• Support all components of Volunteer Support department.
• Assist in set up for training classes.
• Support volunteer development programs including Community Team Training, Trainer’s Conference, facilitating Adult learning, Facilitator’s Rally, facilitator enrichment activities, and volunteer mentoring programs.
• Support volunteer recognition events: Annual Adult Recognition, Volunteer Appreciation Month Celebration and Make a Difference Day.
• Develop and revise computer-based training courses using Girl Scout curriculum.
• Review and update support materials and resources for volunteers.
• Perform other duties as assigned/required.

Essential Skills and Experience:
❖ Leadership: ability to communicate and work collaboratively toward goals.
❖ Ability to write using correct grammar and spelling.
❖ Management: ability to organize multiple priorities.
❖ Attention to detail
❖ Ability to work independently and as a team member.
❖ Problem analysis and problem resolution skills.
Interpersonal and communication skills.
Commitment to Girl Scout values including an unequivocal commitment to pluralism.
Must be willing to submit to background check.
High level of computer proficiency in Microsoft Office & Publisher.

Preferred Skills and Experience:
- Interest/experience or academic background in adult training, adult education, video editing or social work programs.
- Experience in marketing and community organization.
- Girl Scout experience and knowledge.
- Experience in Camtasia or Adobe Captivate software to create online training resources.

Reporting to this Position:  N/A

Physical Demands and Work Environment:  The physical demands and work environment characteristics described here are representative of those that must be met by a Volunteer Support Community-Based Work Study Student to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this position, the Volunteer Support Community-Based Work Study Student is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by the position include close vision and the ability to adjust focus.
- Work Environment: While performing the duties of this position the Volunteer Support Community-Based Work Study Student may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

Disclaimer:
- Possession of this position description does not mean that the recipient has received a position offer.
- Position descriptions are subject to change at the discretion of the Girl Scouts of Southwest Texas.

Number of Students Employed During Semester or Academic Year: Confirmed 1 Student/Academic Year.

Hourly Rate of Pay: $11.50/hour

Average Number of Hours/Week Each Student Will Work: 10-15 hours/week.

Please note that transportation for students to and from their work assignment will not be provided by either the University or the Agency.