

Summit District

Program Aide

Position Concept:

A Program Aide is a paid part-time at-will employee of the Denver Area Council assigned to work with scouting units in the Summit District. The Summit District is the Council's outreach program, and covers the entire metro area focusing on youth who would not ordinarily participate in scouting due to economic or social issues.

Responsible to:

Summit District Director/Executive

Requirements:

- Consistent Schedule
- Punctual
- Reliable Transportation
- Must be able to lift 50 lbs
- Must be passionate about working with underserved youth

Responsibilities:

- Ensure delivery of quality programs in Scouting units to which he/she is assigned
- Review and become familiar with program materials – follow prescribed lesson plans – Supply uniforms, program, materials, scouting literature, and other supplies to youth members in programs
- Increase program quality and retention by using the Scouting Advancement Program – ensure that each youth member advances at least one rank during the year – track advancement on advancement reports – conduct advancement ceremonies for youth members
- Complete Fast Start, Youth Protection, This is Scouting, Leader Specific Training (both for Cub Den Leaders and Scoutmasters), and attend quarterly Program Aide trainings.
- Take attendance for each program and submit these to the District Director/Executive monthly for traditional Cub Scout programs and at the end of each six week period for Sports and Fitness Programs
- Collect registration fees and applications for each program and turn in to office in a timely manner – ensure that every youth attending programs has completed registration form and is registered with the Boy Scouts of America
- Serve as an ambassador of Scouting by wearing the full official uniform to all programs and conduct self accordingly
- Register as an Adult Leader with the Boy Scouts of America
- Support local and national Scouting policy, procedures, and practices.
- Develop and maintain good working relationships with chartered partners, schools, and other groups to which assigned – communicate regularly with them to keep them updated as to progress and activities of units
- Other duties as assigned by District Director/Executive

Interested Candidates need email resume' or letter of interest to collin.fitzpatrick@scouting.org

“It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and in other ways prepare them to make ethical choices over their lifetime in achieving their full potential.”