



USA Girl Scouts Overseas-West Pacific

Position Title: Series Specialist

Reports To: Director of Membership and Marketing

Dates/Times: July 7, 14, 21, and 28th (1200-1700) plus 2 hours of prep each week and 4 hours of prep and training prior to the start of the project.

Pay: \$10/Hour

POSITION SUMMARY:

The Series Specialist is responsible for delivering the Series Pathway that with the goals of USAGO West Pacific goals, policies and standards as established by USA Girl Scouts.

This specific project will focus around the Girl Scout Journey *It's Your Story-Tell It* and focuses on story telling, acting and creative expression for girls grades K-5. This positions will also provide support and encouragement to new volunteers as they become accustomed to the volunteer role in leading the pathway programs focused on the Girl Scout leadership experience.

MAJOR ACCOUNTABILITIES

1. Prepare Series meetings, materials and supplies to ensure accurate and appropriate delivery of project.
2. Deliver the Series Pathway in a productive, efficient, positive, and fun way.
2. Communicate with parents about the plans and needs of the project and encourage them to participate in current and future Girl Scout pathways.
3. Network with local military and host nation organizations, businesses, experts to have special guests/volunteers participate in the Series.
4. Establish ongoing positive relationships with Girl Scout volunteers and military and host nation community members in Okinawa area.
5. Conduct a pre and post evaluation of the Series project
6. Conduct yourself in a positive way that reflects the mission of the organization as well as the Girl Scout Law and Promise.

Skills / Requirements

Minimum Qualifications are:

1. High School Diploma
2. Membership in Girl Scouts and willingness to accept the beliefs and principles of the Girl Scout Movement
3. Knowledge or ability to learn about the Girl Scout program
4. Experience working with children
5. Experience in theater, media, literature and/or the arts is highly desired.
6. Ability to work harmoniously with volunteers and staff to create an effective team
7. Ability to shelve, retrieve, carry, lift, set-up and move training materials, equipment, tables (25-50 lbs.).
8. Reliable transportation

If interested in this position, please send your resume to westpacificdmmoki@gmail.com by June 25, 2011. Interviews will be conducted immediately. For questions or more information please contact Director of Membership and Marketing at DSN 645-2323 or westpacificdmmoki@gmail.com