

## Girl Scouts of Northern California JOB DESCRIPTION

Contact Information:  
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**JOB TITLE:** Program Specialist Intern - Juvenile Hall

### **JOB SUMMARY:**

The Program Specialist Intern will deliver contemporary program activities to meet the needs and interests of girls who are incarcerated or in an alternative school's *Got Choices* programs.

*Got Choices* is a weekly, year-round healthy lifestyle and risky behavior intervention program for girls who are involved in the juvenile justice system, gang impacted/involved, teen mothers or have other at-risk factors

### **ACCOUNTABILITIES:**

- Attend training workshops and staff meetings as assigned
- Facilitate activities/lessons and learning for girl participants in juvenile hall
- Utilize curriculum and deliver program in assigned classes or community settings
- Prepare, collect, and submit organized and complete forms and reports in a timely manner; such as attendance, registration, etc.
- Maintain a caring, yet professional relationship with the girls
- Develop and maintain positive relationships with site administrators and school representatives

### **ESSENTIAL QUALIFICATIONS:**

- To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Available to commit to September through May, 5-8 hours per week, late afternoons and evenings as assigned
- Have access to and able to use reliable transportation: and if driving her or his own vehicle, must have a valid CA driver's license, auto registration, and insurance
- Ability to implement and adapt curriculum to audience needs
- Strong organization skills to be able to work independently and be prepared to teach Girl Scouts Scout activities
- Ability to engage and communicate with manager on a consistent basis to report activities and outcomes
- Ability to work under a prescribed program, without daily immediate supervision
- Understanding of girl-specific/gender issues. Ability to demonstrate compassion, patience, and sensitivity to population served.
- Ability to role model healthy and empowered decision making skills
- Knowledge of teaching and behavior management techniques
- Ability to read/interpret documents such as safety rules and procedure manuals
- Ability to speak effectively before groups and in one-on-one situations
- Ability to deal with difficult people situations and address/resolve problems
- Ability to transport program materials to and from schools and sites and to lift and/or move up to 25 lbs.
- Reliability - Ability to accurately report time worked /time sheet requirements as needed and to report to work on time and as scheduled.
- Ability to meet the Council, school or community site dress code and other standards
- Ability to meet the Girl Scouts background verification standards, including fingerprinting
- Must be at least 18 years old

### **OTHER PREFERRED QUALIFICATIONS:**

- Bilingual (English/Spanish), knowledge of other cultures
- One – six months experience facilitating youth programs.
- Knowledge of Girl Scout philosophy, standards, program and systems.

**REPORTS TO:** Program Director, *Got Choices*

[www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)

**Compensation:** \$10 – 12.00 per hour 6- 8 hours per week

*Interested candidates, please send a short paragraph about why this would be a good fit for you. If selected to be interviewed you will be sent the complete application package. [DHolden@GirlScoutsNorCal.org](mailto:DHolden@GirlScoutsNorCal.org)*