



Urban Assistant Position Description

Position Summary: Go on a journey with girls in grades K5-8th grade as you deliver the Girl Scout Leadership Experience. Work with an Urban Initiative Specialist in providing a safe and fun environment for you and the girls in your troop as you work on building relationships, building courage and confidence and making the world a better place.

Term of Appointment: Urban Assistant is appointed for a 1-school year term and meets with girls for 1-2 hours a week, after successful completion of the application and background check process. The term is renewable upon completion of evaluation process.

Responsibilities:

1. Work in partnership with girls and adults
2. Share knowledge, experience and skills with a positive and flexible approach.
3. Ability to read and interpret age-level curriculum as well as adapt it to the specific group's interests and needs.
4. Provide guidance and consistent communication to parents and guardians.
5. Meet with the Urban Initiative Specialist when needed
6. Process and complete all registration and other paperwork required by GSUSA and the council.
7. Remain informed about, and comply with, the most current policies, procedures and guidelines of GSUSA and GSWISE and become a registered member.

Benefits to the Volunteer:

Marketable Skills:

- Leadership Development
- Networking Skills
- Organizing/ Time Management

Personal Enrichment:

- Foster a greater understanding in the beliefs of the Girl Scout movement
- Develop a network with people who share the same interests
- Participate in a national and international organization
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults

Reports to: Urban Initiative Specialist

Supported by: Director of Urban initiative

Core Competencies:

1. **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action.
2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understands differences and embraces differences.
4. **Oral Communication:** Expresses ideas clearly and concisely. Knowledge of the contemporary Girl Scout Program.
5. **Personal Integrity:** Demonstrates honesty, credibility, and dependability.