

Program Leader – Position Description

After School Programs

Overview: Lead Scouting activities for Cub Scouts (boys ages 5-10) and/or Boy Scouts (boys ages 11-18). Program Leaders serve 3-5 unit locations each week in an After School format; Monday – Friday and work occasional weekends. Leaders attend program leader meetings bi-monthly and serve on varying program committees. Program Leaders will average 8-20 hours per week. Programs take place in public, private and charter schools, churches, community centers and other locations. Training is provided for all positions.

- Complete training programs specifically designed for your area of responsibility, so you are trained in all registered positions, within your first semester of employment. Training includes (but is not limited to):
 - Youth Protection Training
 - Fast Start Training
 - This is Scouting Training
 - Position Specific Training
 - University of Scouting Training
- Review and prepare for existing weekly program planning including gathering materials and outlines.
- Complete all mandatory weekly reporting including attendance, advancement, service hours, activity attendance and camp registration data entry in a timely manner.
- Beginning January 1, 2014, the maximum number of hours a Program Leader may work is LESS than 30 per week and LESS than 1000 per calendar year due to the Affordable Health Care Act.
- Under the direction of the professional staff, lead weekly programs for each site assigned to you as the primary Scout leader, following the weekly program syllabus. (Your staff leader will determine sites and specific program based on your availability and the desires of the chartering organization.)
- Encourage your Scouts to attend at least four activities or events each calendar year. The Crossroads of America Council, and your local professional staff will provide activities for your units and youth to take part in. (includes but not limited to two days of services at or around meeting locations)
- Promote the Crossroads of America Council's summer camp opportunities and encourage all Scouts to attend and participate\Increase parent and chartering organization involvement at each of your Scout units.

- Participate in mandatory program leader meetings and training sessions – (monthly and bi-monthly).
- Be in a full Scouting uniform at all required meetings and activities involving boys. One uniform will be provided for you, and a new uniform shirt will be provided to you every two years of your employment.
- Attend Scouting events and activities as assigned by the professional staff.
- Execute a quality program at each assigned unit to ensure that every youth participant will earn a minimum of one rank advancement (excluding Bobcat and Scout rank) each semester of the program year.
- Strive to achieve Journey to Excellence points for Gold Level status for each of your assigned units.
- Help in the completion of the charter renewal paperwork on time for each of your units under the direction of the professional staff.
- Participate in all open houses or opportunities to recruit and register youth.
- Promote and participate in District and Council fundraising efforts with each of your Scout units, including but not limited to: selling popcorn, camp cards and supporting Friends of Scouting.

Qualities needed:

Time management, communication, leadership, self-starter, works well with peers, good work ethic, goal orientation, has some vision, forward thinking, energetic, well spoken, some writing and computer skills, good listener, lives by Scout Oath & Law.