

Program Assistant Position Description

1. Conduct regular program meetings for assigned unit(s) utilizing program outlines provided by the council staff and/or district volunteers. The number and frequency of the program meetings will be agreed upon with your supervisor.
2. Conduct the program meetings in a manner that promotes a safe learning environment and behavior conducive with the Scout Oath and Law.
3. Ensure Youth Protection Guidelines are followed, including two-deep leadership requirement for all meetings and outings.
4. Attend Program Assistant roundtables or discuss your meeting plans with your supervisor (monthly).
5. Track the following for each youth in your programs:
 - a. Meeting Attendance – make calls as needed to youth who have missed more than one meeting.
 - b. Program Supplies – distribution of pinewood derby cars, books, uniforms, etc.
 - c. Advancement – progress towards earning age-appropriate rank (Bobcat, Tiger, Wolf, Bear, Webelos, Arrow of Light, Tenderfoot, Second Class, First Class, etc.). Once earned, recognize youth during a recognition ceremony at the next meeting.
 - d. Service Hours – any projects completed by the youth for the chartered organization or local community
6. Promote attendance for council/district events and activities including, but not limited to: district Pinewood Derby, district Camporees, Cub Scout Day Camp, Cub Scout Resident Camp and Boy Scout Summer Camp.
7. Work cooperatively with charter partner and/or partner program coordinators to ensure mutual cooperation, program site goals, and BSA goals.
8. Help collect registrations and proper signatures on registration forms.
9. Be current in your Youth Protection and Leader Specific Training.
10. Submit the following reports to your supervisor (in person or via email):
 - a. Attendance sheets (weekly)
 - b. Time sheets (weekly)
 - c. Advancement reports (monthly)
 - d. Expense reporters (monthly – no later than the 5th of each month)
 - e. Service Hours (December and May)
11. Follow policies and procedures of the Northern Lights Council as outlined in the Employee Handbook.
12. Program Assistants are part-time (seasonal) employees and work hours should not exceed 29.5 per week or 1,000 hours per year.