

Job description

Title: Career Exploring Associate (Part Time)

Position Description:

Exploring is a hands-on program open to young men and women from the 6th grade to 20 years old with an interest in learning more about careers including **engineering, skilled trades, health care, law and more**. These programs provide a combination of classroom training with hands on experiences.

This position is responsible to support and grow Explorer Post programs in the Greater Rochester and Finger Lakes Region by ensuring the delivery of high-quality programs to youth participants and provide support to volunteers administering the programs. This position reports to the Chief Operating Officer (Director of Field Service).

Principal Responsibilities:

- Grow and Establish Post Programs
- Aid Explorer Posts in developing growth plans specific to their needs.
- Assist with the marketing and promotion of joining opportunities.
- Work with volunteers to ensure the delivery of the highest quality program possible to participants.
- Establish new Exploring programs in underserved communities.
- Community Engagement
- Educate potential new program sponsors on the impacts of Exploring programs through personal visits and community events.
- Engage in regular communication with school guidance counselors to provide details on program availability and identify potential youth participants for programs.
- Cluster Support
- Develop and execute cluster-based competitions for Posts to participate.
- Oversee recurring Post leader meetings to provide them with support and training.

Positions Qualifications:

- 21 years of age or older
- Proficient in Microsoft Office
- Experience in workforce development and/or working with youth in career exploration a plus.
- Excellent interpersonal skills
- Must be able to work a flexible schedule, including evenings and weekends.
- Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.
- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Must possess a valid New York State driver's license and be insurable to drive.
- Offers for employment are subject to criminal, reference, and motor vehicle background checks.

Benefits:

The BSA is an equal opportunity employer. Other benefits include accrued sick time for part-time employees, and an employee discount in the Scout Shop.

Salary or Salary Range:

Compensation includes an hourly wage of \$20.00 per hour for 20 hours a week.

HOW TO APPLY:

Qualified candidates are asked to submit a cover letter, resume, and references to Seneca Waterways Council Office Manager Tiffany Drum @ Tiffany.Drum@scouting.org. Please call 585.241.8554 with any questions.