SUPERVISOR: Program Director
FLSA STATUS: Exempt
DEPARTMENT: Program Department
LOCATION: Fort Smith, Arkansas
LAST UPDATED: December 27, 2019

Position Timespan: June 8, 2020 – July 31, 2020
Position Stipend: $3,200 for 8-week period

RESPONSIBILITIES:

a. POSITION PURPOSE
The STEAM Center Intern will work closely with and assist the STEAM Specialist at The STEAM Center at Burnham Woods, in Fort Smith, AR. STEAM is an acronym for science, technology, engineering, arts and mathematics. A key member of the Program Department, the STEAM Center Intern’s purpose includes assisting the STEAM Center Specialist in cultivating and recruiting center volunteers, developing and testing volunteer programs, and badge/journey trainings based around STEAM for volunteers. The STEAM Center Intern’s main purpose will focus on one or all of these areas, depending on the STEAM Center’s needs.

b. DUTIES
• Establishes and maintains meaningful relationships with community organizations, educational institutions, corporations, faith-based organizations, and other community constituents.
• Contacts regular and potential community partners to generate awareness of Girl Scouts and generate leads.
• Recruits volunteers to work with girls in a variety of settings using traditional and non-traditional means.
• Works closely with the STEAM Center Specialist and the Program Director to achieve the council’s objectives.
• Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council and the community.
• Works collaboratively with all Council departments to ensure STEAM program and initiatives are successfully marketed to girl and adult membership.
• Supports Council, regional, and functional efforts.

c. COMMUNITY IMPACT
By sharing the benefits that Girl Scouts brings to girls, families, and communities and developing connections with community leaders for the purposes of recruiting volunteers and girls, the potential for significant positive impact in the Fort Smith Area is high.

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required
• Knowledge, experience or a desire to gain experience in marketing, public relations, communications, community cultivation, public speaking and partnership building.
• Demonstrated customer service skills.
• Valid driver’s license, safe driving record, and current automobile insurance.

Preferred
• Knowledge of Girl Scout Leadership Experience.
• Experience in sales and/or customer service.
ABILITY AND SKILLS QUALIFICATIONS

- Subscribes to the principles of the Girl Scout Movement.
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines.
- Strong human relations skills and have ability to work well with people of diverse backgrounds
- Ability to exercise good judgement
- Excellent written and oral communication skills
- Excellent computer skills
- Solution driven with the ability to effectively problem solve
- Ability to motivate others and encourage them toward the Girl Scout Leadership Experience
- Excellent leadership qualities which include the ability to collaborate, organize, and work effectively while using creativity in problem solving.
- Strong knowledge of marketing skills and/or willingness to become proficient.
- Skills in networking with internal and external stakeholders to bring awareness of the Girl Scout Program and The STEAM Center at Burnham Woods.
- Work requires normal physical effort for primarily an office environment; some physical effort in handling of materials or boxes and tools or equipment of up to 25 pounds in non-strenuous work. Some periods of continual standing or walking may be required.
- Ability to perform duties including but not limited to; public speaking for large audiences, hands on program delivery working with Girl and Adult members, and be able to work in the outdoor elements.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

The STEAM Center Intern will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through:

- Marketing
- Public relations
- Communications, including public speaking
- Community cultivation
- Partnership building
- Program development

B. SKILL DEVELOPMENT

The STEAM Center Intern will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through development of the following skills:

- Public speaking and presentations to small and large groups
- Managing multiple priorities in short time spans
- Networking with both internal and external stakeholders
- Using resources wisely to obtain desired outcomes

C. PERSONAL GROWTH AND DEVELOPMENT

The STEAM Center Intern will have the opportunity to experience personal growth and development through the E.P.I.C. cultural expectations of all employees of the council:

- **Empathy** – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.

- **Possibility Thinking** – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other’s ideas.


- **Courageous Leadership** – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.
SUPERVISORY ACCOUNTABILITIES
Staff: None
Committee(s): None

HOURS AND TRAVEL
- Flexible schedule, including possible nights and weekends as required for girl programming and/or overnights at The STEAM Center. Travel to troop sites and other requested meetings, if required, will be reimbursed at mileage rates in force per company policy.

DISCLAIMER
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.

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