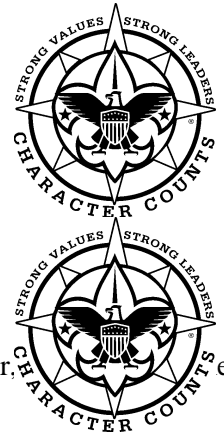




SOUTHWEST FLORIDA COUNCIL BOY SCOUTS OF AMERICA



POSITION:

PROGRAM SUPPORT ASSISTANT

Position Concept:

Point of contact for program inquiries regarding event registration, council and district activity calendar records, adult volunteer training, special youth/adult awards and recognitions and special activities.

Principal Responsibilities:

- Manage on-line event registration process for all council and district activities.
- Answer inquiries for all district and council events and calendar information.
- Verify and process Eagle Applications to National BSA.
- Data entry and report generation for volunteer training, youth advancement and camping records.
- Review and edit event marketing flyers.
- Distribute regular communications via mass email mailings as needed.
- Cross-trained in assisting other departments as needed.

Materials and Equipment Used:

Telephones, computer, printer, copiers, collators, point of sale system, basic ms office.

Physical Activity:

Reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and making repetitive motions. Able to occasionally lift 30 lbs.

Physical Requirements:

Sedentary and light work.

Mental Demands:

Reading, detailed work, confidentiality, problem solving, language, stress, training, math, reasoning, verbal communication, written communication, customer service, multiple concurrent tasks, and constant interruptions.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Qualifications:

Possess a high school education or equivalent.

Possess a variety of administrative/office support skills, including phone, computers, data entry, copier systems, etc.

Possess above average skills in typing, with accurate spelling and grammar; computers, MS Office, Excel, Photoshop.

Keep a friendly and helpful attitude towards employees, Scouts, Scouters, and the public.

Possess a professional appearance and telephone presence.

Criminal background check required.

Job Type: Full-time Hours 8:30 am to 5:00 pm - Monday-Friday

Benefits and Compensation:

Pay \$12-14 per hour; Scouting offers a full benefit package which includes major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, 403 (b), and a generous paid vacation and holiday schedule.

Contact: Forward application to Office Manager at Lori.Laumeyer@scouting.org
1801 Boy Scout Drive, Fort Myers, Florida 33907