

SCHOLARS IN SERVICE – JOB DESCRIPTION

Girl Scouts of Central California South

The Girl Scout mission is to “build girls of courage, confidence, and character who make the world a better place”. Girl Scouts create the world they want to live in and strive to make it better every single day.

Supported by adult volunteers and mentors right here in our community, as well as millions of alums around the globe, Girl Scouts lead the way as they discover who they are and how they can make the future a brighter place.

Job Title: Program Assistant

Number of Openings: 2

Schedule: Schedule is flexible (7 hours of work/week for 10 weeks of semester).

Responsibilities:

Program Support: Support GSCCS programs and events through setup, coordination, participant engagement, logistics, and follow-up activities

Outreach: Partner with staff to attend outreach events and recruit new members and volunteers. Help with outreach set up and coordination.

Data Management: Collect and organize event data, track program outcomes, perform data entry, and maintain accurate records for reporting and evaluation needs.

Office Support: Assist with office organization, inventory management, administrative tasks, document preparation, and other day-to-day operational needs.