Title: Program Support Assistant
Classification: Class 3 – Service Center Administration Staff
Position Reports to: Program Dept. Admin

**JOB SUMMARY:**
Provide administrative support for Summer Camps, Trainings, Council Training Committee, Council Training Awards, District Award of Merit, Meritorious Awards, Cub Family Campouts, Council Events, Off-Season Camping & Workdays and other assigned activities to staff and volunteers to promote the Scouting program.

Prepare correspondence, forms, calendars, Leaders’ Guides and other documents to support the Program and Training Directors as they promote and direct the operations of council camps, council activities, as well as program and training opportunities.

**Responsibilities**
- Type correspondence, agendas, minutes, reports, etc. from dictation-handwritten notes and/or verbal instructions to provide quality work. Check materials for errors in typing, spelling, punctuation, grammar, capitalization, and word usage.

- Provide information and make changes as needed to the Council Website and Council Calendar.

- Creating CouncilWare/MobileCause registration sites, record information into appropriate database for each unit that attends Council or District Events, showing the number of members and leaders attending camp, fees paid, unit number, district, camp session, and leader information.

- Complete monthly balancing of program department events to ensure all receipts are entered accurately.

- Process all adult leader awards and advancement recognition records and distribute reports as needed.

- Process Meritorious Award Nominations, Veteran’s Awards and Award of Merit nominations. Keep a log of all recipients to provide to the districts. This includes keeping accurate records and printing awards.
• Assist the Training Committee by recording training records into My.Scouting.org. Provide information to staff as needed.

• Print training reports, untrained reports and youth protection reports on 1st of month basis. Assist Camp Rangers by creating CouncilWare/MobileCause registration sites, disturbing rep

OTHER RELATED ACTIVITIES:
• Cross Training in the Program Department
• Help as requested in the Program Department
• Help provide coverage for other positions when needed

STANDARD BEHAVIORAL FACTORS:
Attitude of cooperation, dependability, take initiative, acceptable business dress, conscientious of attendance. Willingness to learn and/or change with new procedures.

MATERIALS AND EQUIPMENT USED:
Personal computer, copier, printer, adding machine, phone, switchboard, fax machine, Microsoft Office Suite and other window-based applications

PHYSICAL ACTIVITIES/MENTAL DEMANDS:
Talking, hearing, repetitive motions, reading, language, verbal and written communication, reasoning, volunteer contact, training, math, constant interruptions, detail work, problem solving, confidentiality, and multiple concurrent tasks

WORKING CONDITIONS:
The worker is subject to inside environmental conditions.

PHYSICAL REQUIREMENT:
Sedentary work.

MINIMUM REQUIREMENTS:
Type 65 wpm with 5 or less errors, excellent communication skills, self-starter, initiative, ability to prioritize, team player, secretarial experience. Proficient in Microsoft programs which include: Word, Excel, Power Point, and Outlook. Attention to detail and the ability to multi-task is required.

TO APPLY:
Email resume and/or cover letter to laura.campbell@scouting.org
Boy Scouts of America Equal Employment Opportunity Policy

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.