

## Professional Position Description

**Position Title: District Associate**

**Reports To: District Director**

**Employment Status: FLSA Non-Exempt, Part Time position not to exceed 24 hours weekly. Hourly compensation rate of \$30 per hour.**

### Job Summary

To provide direct administrative duties to assist in the successful operation of a specific service territory.

### Essential Functions (Principal Responsibilities): **90% of Time**

1. Assist in the preparation of district committee meeting agendas and meeting packets.
2. Prepare all necessary documents and items for district roundtable meetings.
3. Provide administrative support to assist in successful membership initiatives and membership recruitment campaigns.
4. Provide administrative support to assist in successful friends of scouting campaigns.
5. Prepare and maintain specific district status reports and spreadsheets as needed to operate the district successfully.
6. Setup and maintain online registration & payment systems for all required district events.
7. Provide administrative support to the district/s for the annual popcorn sale.
8. Provide administrative support to the district/s for their respective Day Camp/s.
9. Miscellaneous phone calls as needed to support successful district operations.
10. Miscellaneous email communication as needed to support successful district operations.

### Other Related Activities (Special Responsibilities) **10% of Time**

1. Provide administrative support to the annual re charter process.
2. Maintain and update [beascout.org](http://beascout.org) pins as necessary.
3. Assist in the creating and tracking of district budgets.
4. Submit district incidents reports into RiskConnect as necessary.
5. Provide units with Certificates of Insurance as they are requested.
6. Administrative support specific to district operations for the annual Scouting for Food campaign.

**Essential Skills**

- Staff leadership skills.
- Ability to collaborate effectively with volunteer committees.
- Ability to manage multiple concurrent tasks.
- Willingness to be visible in districts.
- Willingness to learn new skills.
- Written and verbal communication skills.
- Organizational skills, a self-starter and a good planner.
- Fiscal management/budget development.
- Ability to communicate plans effectively to staff and provide leadership to plan development.
- Ability to work effectively with fellow staff members, and influence people who are not direct reports.

**Physical Requirements**

- Visual acuity to reach information from computer screens, forms, and other printed materials.
- Hearing acuity for verbal communication, conversations, face-to-face interactions, and/or responses via telephone and computer systems.
- Speaking ability for general communication and ability to clearly enunciate in conversations with others.

**Work Environment**

- Work is primarily indoors in an office environment.
- Work duties will occasionally be outdoors or in other locations affiliated with Scouting programs like churches, fire companies, camps, etc.
- Working from home occasionally is available.
- Work involves exposure to noise from normal office machinery and exposure to computer screens.

Resume to be sent to Richard Christ, CEO [richardd.christ@scouting.org](mailto:richardd.christ@scouting.org)