

## **Job Description**

Position: District Associate

Position location: W. D. Boyce Council – Lowaneu District (Serving Bureau, Putnam and LaSalle Counties)

Council Website: [www.wdboyce.org](http://www.wdboyce.org)

Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible, and productive society.

Today's professional Scouters are a diverse group of men and women sharing a dynamic career offering independence, achievement, and stability. This is work that makes a difference, work that calls one to continual learning and challenge, work that offers solid compensation, and advancement.

### **The District Associate selected will:**

- Work with a volunteer committee and other community leaders to identify, recruit, train, guide, and inspire them to become involved in youth programs.
- Achieve progress towards specific goals and objectives which include: program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention.
- Be responsible for extending programs to religious, civic, fraternal, educational, and other community-based organizations through volunteers.
- Help secure adequate financial support for programs in assigned area. Achieve net income and participation objectives for assigned camps and activities.
- Assist leadership with campaign efforts to meet the financial needs of the organization.
- Ensure that all programs are served through volunteers, regular leader meetings, training and activities.
- Collaborate with adult volunteers and oversee achievement of training for their respective role.
- Be able to communicate the program's goals and objectives to the public.
- Provide quality service through timely communication, regular meetings, training events and activities

## **Education**

A minimum of 60 credit hours of college level coursework is required or three years of qualified military experience.

**Qualifications:**

- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Attained 21 years of age or older unless prohibited by any applicable law.
- Ability to work varied hours when necessary, evening activities and weekend work is frequently required to achieve positive objectives.
- Ability to travel regionally, and out of state occasionally for training.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference and motor vehicle background checks.
- Strong marketing, fund-raising and program development background is highly desired.
- Non-profit, fundraising or sales experience is a plus.
- Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible and creative.
- Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

**Benefits:**

All councils are equal opportunity employers. This is a **part time position** offering 25 hours per week at a rate of \$14.00 per hour with a car allowance, mileage reimbursement, and phone allowance.

*To apply for the position listed above, please contact Abbey Strubhar by e-mail at [abbey.strubhar@scouting.org](mailto:abbey.strubhar@scouting.org) or call the WD Boyce Council office at (309) 673-6136.*