



Job Posting

Position: Program Specialist
Position location: **Milford, Massachusetts**
Council Website: www.mayflowerbsa.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 Scouting employees 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, benefits and advancement.

The program specialist is a key member of the Mayflower Council Program Team, providing leadership over the development, creation, curation, recruitment of staff for, and promotion of new program opportunities. This position supervises and organizes those staff and volunteers responsible for these programs.

The program specialist selected will:

- Develop a list of program opportunities geared toward a variety of audiences, including registered Scout and unit, individual non-Scouts and families, and outside organization. From this list, selected programs will be built out, budgeted for and organized in accordance with current council business policies. Programs will primarily utilize council properties and may also utilize public and private spaces as appropriate.
- Obtain and maintain volunteer committee support for all programs, providing updates to appropriate council-level committees.
- Create a marketing plan that targets the desired audience(s), working through a combination of volunteers and outside vendors. Monitor effectiveness of marketing efforts and be able to change approaches based on need.
- Determine the required staffing, paid and/or volunteer, to carry out developed programs. Recruit the staff needed to run these programs, ensuring budget management, proper onboarding and training, and compliance with BSA, local and state requirements.
- Provide onsite program event management as needed. Be available to volunteer and staff leadership and coordinate the resources of the council service center to ensure programs are successful.
- Analyze event performance to determine which events should be retained and which events should be dropped. Make any required adjustments to see that program attendance increases with future offerings.
- Comply with established council business procedures, including bookkeeping, reports, and business records. Assist the camping and program director in the development of net positive program budgets to increase activity revenue to the council's net operations.



Requirements:

- 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.
- Bachelor's degree from an accredited college or university is required.
- 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.
- Remote work position proximate to the council's service area footprint. Onsite presence (30%) at council facilities and occasional (5%) travel.
- Experience with Google Apps/Microsoft Office programs is preferred.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference and motor vehicle background checks.

Compensation:

Mayflower Council is an equal opportunity employer. In addition to offering a competitive salary of \$45,000 to \$50,000, professional Scouting offers benefits that include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, 403b retirement plan, plus compensation for authorized and approved business related expenses to include phone and mileage reimbursement when using a personal vehicle. We also offer a generous PTO policy and BSA holiday observances.

How to apply:

Qualified candidates must submit cover letter and resume with salary history to Hunter McCormick at Hunter.McCormick@scouting.org. Only the most qualified candidates will be contacted.