Girl Scouts of NYPenn Pathways, Inc.

To apply for this work study position, send us your cover letter and resume to cce@binghamton.edu.

Address cover letter to: Michael Gugula, Human Resources Director
Position: Program Assistant
Wage & Hours per week: $10/hour, 10hrs/week
Department: Operations
Reports to: Director of Programs
Major Responsibilities: Coordinate and manage the administrative, scheduling, and project management systems for the department’s equestrian program.

Primary Functions:

1. Compile database of horseback riding facilities and evaluate current Certificates of Liability Insurance to ensure information is up-to-date; facilitate renewal of Certificates, as needed.
2. Contact horseback riding facilities that require updated Certificates to obtain current status.
3. Evaluate riding facility inspection reports and determine next steps for riding facilities (ex. re-inspection dates, schedule stable inspection site visits on behalf of the Director, maintain filing system, compose letters/memos as appropriate).
4. Coordinate, work with and provide general administrative support to the equestrian program, (ex. set-up and manage information flow, answer phones, open mail, filing, other general office duties).
5. Set-up and confirm arrival, length of stay, and departure dates of horseback riding providers. Ensure all paperwork is received prior to services/arrival.
6. Assist in recruitment of horse riding facilities for relevant camps.
7. Other related duties as required.
8. Subscribes to tenets of the Girl Scout Promise and Law.

Position Specifications

Required, Specialized or Technical Knowledge:

- Knowledge of horses and equestrian facilities preferred.
- Excellent verbal and written communication skills.
- Ability to interact effectively with staff and volunteers at all levels of the organization.
- Working knowledge of Microsoft Office computer software required.
- Ability to maintain confidentiality of records.
- Address problems proactively.
- Must subscribe to the tenets of the Girl Scout Promise and Law.
**Key Competencies:**

- Interpersonal Relations/Team-Building
- Customer Responsiveness
- Personal Integrity and Professional Conduct
- Self Management
- Time Management
- Fostering Diversity
- Judgment and Decision-Making
- Problem-Solving/ Conflict Management
- Adaptability
- Oral Communication/ Written Communication
- Information Management
- Organizational Knowledge
- Strong organizational skills

**Physical Requirements:**

*Must have own transportation.*

- *Equipment Used:* Computer, network, cell phone, fax, telephone, voice mail, copier. Must hold a valid driver’s license and insurance.
- *Physical Activities:* Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing.
- *Physical Demands:* Sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- *Visual Activity Required:* Heavy acuity is required in this position.
- *Work Conditions:* There is no substantial exposure to adverse environmental conditions with the exception of weather related travel conditions.