



Date: _____

Full Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

Dear _____:

We are pleased to advise you that your employment as a part-time program specialist has been approved by the Cradle of Liberty Council, Inc., Boy Scouts of America. In this position, you will be responsible for delivering a high-quality Scouting program to youth in after-school and other council-subsidized units.

You will assume your duties with the council as a part-time employee beginning **September 15, 2018. This agreement runs through August 31, 2019.** You will report directly to the after-school programs coordinator.

Your signature on all copies of this letter will indicate your acceptance of this position with the following terms of employment which may only be amended by subsequent agreement in writing between you and the council.

In the event that your background check discloses information which would affect our decision to employ you, we reserve the right to take all appropriate action, including rescinding this offer of employment.

COMPENSATION

You will receive a rate of \$ _____ per hour (not to exceed _____ hours per week), payable on the 15th and 30th of each month. Time sheets are required and must be recorded electronically in a timely manner.

Additional responsibilities in lieu of hourly compensation:

- **Field Trips:** Ideally one (1) event per month during the school year compensated at a \$100 flat rate per event. Please note that all field trips/outings must be approved by the after-school programs coordinator prior to the event taking place. Ideally all events should involve no fewer than eight (8) Scouts; at least two (2) registered adults are required for all activities.
- **Summer Camp:** Day camp stipend is \$300 for the week; half-session overnight camp stipend is \$300; full session overnight camp stipend is \$500. Program specialists attending overnight camp that runs 72 or more hours must have a physical exam completed by a certified and licensed physician (MD, DO), nurse practitioner, or physician assistant prior to attending camp.
- **Leader Meetings:** One (1) district roundtable or program specialist meeting per month during the school year at one (1) paid hour per meeting at your normal rate. You are required to attend monthly roundtable or program specialist meetings.





You are required to be a registered member of the Boy Scouts of America (BSA). If you are not already registered, your first paycheck will include a deduction for the \$33 BSA annual membership fee prorated based on hiring date.

CLEARANCES

In accordance with Pennsylvania Act 15, you must apply for three background checks prior to the commencement of your employment:

- **Criminal History Record Information** obtained from the PA State Police.
- **Child Abuse Clearance** obtained through the PA Department of Human Services.
- **Federal Criminal History Record Information** obtained by submitting a full set of fingerprints for submission to the Federal Bureau of Investigation.

Certifications from these background checks must be submitted to the council office prior to working with youth. Failure to submit certifications or if a background check discloses information which would bar you from working or volunteering with children will result in your immediate termination.

TRAINING

The following training courses must be completed prior to your first meeting with youth. These courses are available to take online at the BSA Learn Center through <https://my.scouting.org/>:

- Youth Protection Training
- Position-Specific Training (Cubmaster & Den Leader and/or Scoutmaster)

Additionally, program specialists serving in Scout troops must also complete Introduction to Outdoor Leader Skills within 90 days of employment. This training will be compensated at a \$100 flat rate.

Supplemental Training: The Cradle of Liberty Council may also provide you with alternative training sessions for which you will be paid your hourly rate, if not already in conjunction with monthly leader meetings.

QUALITY PROGRAMMING

- **Curriculum:** As a program specialist you will be required to follow the prescribed curriculum for your weekly meetings.
- **Advancement:** You will be required to track the progress of all Scouts in your unit(s) and enter progress online within two weeks of the completion of the requirements.
- **Attendance:** You will be required to accurately track and report the attendance of all Scouts in your unit(s). You are responsible for ensuring that all new youth are properly registered by their third meeting.

FUNDRAISING

In the Boy Scouts of America, we help youth develop character traits like being thrifty. We believe in teaching the youth to help pay their own way through the program. As a program specialist, you will be responsible for the following fundraisers for your unit(s):

- **Camp Card Fundraising:** You will be responsible for managing the camp card fundraiser for your assigned unit(s) during the spring. **Total Camp Card Unit Goal: \$50 per Scout.**





- **Popcorn Fundraising:** You will be responsible for managing the popcorn fundraiser for your assigned unit(s) in the fall. **Total Popcorn Unit Goal: \$50 per Scout.**

Gross proceeds from the above fundraisers will be deposited in unit custodial accounts, *no exceptions.*

GENERAL EXPECTATIONS

You will be provided with a position description and a *Program Specialist Manual*. You will familiarize yourself with and follow the policies and procedures of the Cradle of Liberty Council and the Boy Scouts of America.

- **Timeliness:** You are to be present and prepared to start assigned programs on-time. You are responsible for reviewing meeting plans and prepping program supplies in advance. You must complete all assignments (including submission of all reports) on time to your supervisor.
 - If you are sick or otherwise unable to work, you must notify the after-school programs coordinator via phone or email 24 hours in advance. For same day emergencies, you must call the after-school programs coordinator, the other program specialist(s) you are working with, and the school/chartered partner by 11:00 AM on the day of the program.
 - Failure to comply with these requirements will result in disciplinary action up to and including termination.
- **Uniforms:** All program specialists must wear a BSA field uniform shirt or, if approved, a Scouting-appropriate activity shirt, at all unit meetings and district and council events. The council will provide you with one (1) complete adult leader uniform (one-time only). Additional uniforms are available for purchase at a discounted price in the Scout shop.
- **Visitors:** During your scheduled program times, you are expected to be devoting all of your attention to providing an excellent program for the youth we serve. Visits by friends or family are not allowed, and children who are not registered in the unit may not be in attendance. Exceptions may be made for emergencies with prior approval, but repeated occurrences will result in disciplinary action up to and including termination. If you experience such an emergency, you must call the after-school programs coordinator immediately.

SUCCESS MEASUREMENTS & PERFORMANCE

The following items will be taken into consideration when evaluating your performance as a program specialist and the continuation of your employment during the period of this agreement and for future years:

- **Retention:** No fewer than 60% of the Scouts in your assigned unit(s) re-register for the next charter term (not including youth who age-out of the program).
- **Advancement:** 60% of the Scouts in your unit(s) advance at least one rank per program year.
- **Fundraising:** Above stated unit fundraising goals are met.
- **Camping:** No fewer than half of the Scouts registered in your unit(s) attend a summer camp experience.





Your employment with the Cradle of Liberty Council shall at all times be considered “at will.” Your employment may be terminated with or without reason and with or without notice. Terminations may only be reviewed under the open-door policy of the Cradle of Liberty Council.

In all cases, any outstanding amounts due to the council will be deducted from final compensation. This includes all program supplies, Scouting literature and uniforms provided to you for the conduct of your job. Your final paycheck will be held until all materials and unused supplies are returned to the council.

If you fail to comply or meet the job responsibilities and terms of employment outlined in the job description, you may be terminated from the program.

While being employed as a program specialist, you may find it necessary to maintain employment other than with the Cradle of Liberty Council. This additional employment must not, in any way, affect your weekly unit meeting schedule or weekend unit activities as a program specialist with the council.

If it necessary for you to provide and maintain an automobile in the performance of your duties, you must have a valid driver’s license and carry an automobile insurance program which meets the minimum state requirements for liability insurance. You must furnish the council with a copy of your driver’s licenses and a certificate of insurance indicating your compliance with the applicable state laws and provide the council with a 10-day notice of any plans to change or cancel your coverage. You should carry higher limits of automobile liability if you feel you need them for your own personal protection.

Sincerely,

Stacey Graham
*Membership & Program Executive,
After-School Programs Coordinator*

Lonce Scott
Field Director

ACCEPTED:

Program Specialist Signature

Date

APPROVED:

*Director of Field Service or Scout Executive
Signature*

Date

