



RIVERSIDE NATURE CENTER *Kerrville, TX*

Seeking part-time Girl Scout Overnight Assistant

See Job description below:

Check list/Job Description for Girl Scout Overnight Assistant

- Arrive at Riverside Nature Center by 5:15 pm.
- Assist the teacher and volunteers.
 - Help set up the classroom and lab in the arrangement the teacher wants.
 - Help locate and organize materials for lessons and activities.
- Greet the girls as they arrive, welcome them to RNC.
- Collect the roster and the medical emergency forms from the troop leaders.
- Count heads: Girls and Adults
- If there are more people than the roster reflects have the troop leader correct the roster
- **Check the health forms for any health concerns, such as food allergies, and advise the lead teacher.**
- Place the rosters and forms in the director's in-box (office).
- Meet the pizza delivery person, get the check (payment for the pizza) out of the file cabinet and pay for the pizza. Tip has been included so nothing else is necessary. Pizza arrives at 6 pm.
- Place the receipt for the pizzas in director's in-box.
- Assist teacher and volunteers in serving dinner. You may also eat.
- Help clean up and get ready for activities.
- Hang out with the staff and girls during the activities. You can assist some of the girls with the activity or do as the teacher wishes. The lead teacher is your supervisor for the evening.
- Have a good time.
- When girls and troop leaders start getting ready for bed, you can go into the office area to sleep, or you may sleep in the room with the girls as you wish.
- Get up by 7:00AM. Help get the girls up.
- Assist with serving breakfast. You may also eat.
- After breakfast help with cleanup.
- Help the girls and teachers with the morning activities.
- The girls finish and are gone by 9:30-10:00AM. Put all materials and supplies back in their place and you are free to go.
- All staff and volunteers of Riverside Nature Center who are in contact with children must agree to a criminal back ground check.

Pay is \$100 per Girl Scout Overnight. There are three (3) events in the fall and three (3) in the spring. Dates for the fall of 2010 are: Sept 24-25, Oct 15-16, and Nov 19-20

To apply contact: Barbara Stidham, Executive Director

Phone: 830-257-4837

Riverside Nature Center, 150 Francisco Lemos St. , Kerrville, TX 78028