



Elements of a Job

As you learn more about a career, here are some questions to consider:

- **Purpose:** What’s the importance of the job? Why does it exist?
- **Responsibilities:** What tasks are you responsible for? What is the daily work output like?
- **Education:** What level of education is expected for this job? Will you need a high school diploma; associates, bachelor’s, or master’s degree; or a special course?
- **Certifications:** What type of license or certification is required, if any? What training programs are available? Does it require passing an exam?
- **Experience:** What type of other work, service, or life experience relates to the job? In what ways has your Girl Scouts experience prepared you?
- **Growth:** What careers may become available as you gain experience? Is there room to grow and take on different responsibilities?
- **Skills:** Which skills will help you succeed? Problem solving, teamwork, computer software skills, budgeting, creative thinking, or something else?
- **Work Environment:** Does the work schedule suit your needs? In what type of space will you be working? What are the physical requirements?

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