



Volunteer Facilitator Position Description

- Position:** Volunteer Facilitator
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To facilitate learning opportunities for adults to aid in the development of skills that are necessary to ensure that girls receive quality programming
- Responsible To:** Appointed by and responsible to the Membership, Program and Volunteer Services Department
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Belief in the principles of the Girl Scout movement
 - Commitment to institutionalizing pluralism in Girl Scouts
 - Ability to communicate, convey enthusiasm and stimulate the interests of others
 - Ability to maintain accurate records
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Plan and conduct educational sessions according to established guidelines/curriculum to carry out GSCB goals and Outcomes as assigned by the Membership, Program and Volunteer Services Department
- After each educational session, submit participant evaluations in a timely manner to the Membership, Program and Volunteer Services Department
- Conduct a minimum of three educational sessions per appointment period using the current course outline
- Responsible for determining, obtaining and returning materials and equipment needed for assignments
- Participate in at least one conference and/or workshop per appointment period to remain current with trends
- Update personal knowledge of program materials and community resources
- Recommend any revisions in course content and scheduling
- Refer potential facilitators to the Membership, Program and Volunteer Services Department
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____

