



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

COUNCIL LEARNING FACILITATOR

Appointed by and Accountable to:

Senior Director of Customer & Volunteer Relations
Volunteer Services Manager

Term:

Two Years

Purpose:

- Provide learning opportunities for adult volunteers to broaden their understanding of the Girl Scout Leadership Experience and the National Program Portfolio and to develop the skills and knowledge needed to carry out their volunteer positions with competence and satisfaction.

Qualifications:

- Is an active registered member of the Girl Scout of the United States of America (GSUSA).
- Accepts the principles of the Girl Scout Promise and Law.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community.
- Is committed to organizational diversity.
- Is knowledgeable of GSUSA Policies and Standards, Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures, and American Red Cross (ARC) Policies and Procedures if applicable.
- Is knowledgeable of the Girl Scout and/or American Red Cross Program, its aims, and intents.
- Is aware of all available and necessary training to fulfill the position.
- Is willing to open learning opportunities to all registered Girl Scouts.
- Is willing to find site locations or work with Council staff to secure locations.
- Is prepared for and makes a commitment to facilitate at least twelve hours of training in a specified area, per year either through Council or membership area.

Duties and Responsibilities:

- Takes initial and on-going training necessary to execute the duties of the position.
 - Appropriate GSOFACT Trainer/Facilitator Course or the American Red Cross Instructor Course
- Follows the *Safety Activity Checkpoints*, *Volunteer Essentials*, GSOFACT and GSUSA Policies and Procedures.
- Will stay informed about GSUSA, GSOFACT, and ARC changes and updates.
- Will follow course curricula s as written and will contact the Volunteer Services Department to add or delete information.
- Will participate in a facilitator observation at least every two years.
- Will collect needed course materials from the closest Service Center and return them within seven days following course completion.
- Will submit to the North Haven Service Center, within one week of course completion, the attendance rosters and participant evaluations.
- American Red Cross Instructors will submit their Red Cross course records via SABA within one week of course completion.
- Will contact the Volunteer Services Department to add or cancel learning opportunities.
- Will meet twice yearly for facilitator updates/enrichments and to set dates for the Adult Learning Opportunities publication(s).
- Will dress appropriately while facilitating learning opportunities (i.e. GSOFACT shirt, business attire, etc.).
- Participates in performance evaluation with Senior Director of Customer & Volunteer Relations or her/his designee.