



Girl Scouts.



# Service Unit Training Consultant Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

## PURPOSE OF POSITION:

Ensures leaders are equipped to deliver the Girl Scout program by assisting them in completing required training within six months; check leader's understanding of the Girl Scout Program and supports and coordinates recognition of volunteers in the service unit.

## QUALIFICATIONS:

- Be a registered member of Girl Scouts of the U.S.A. and at least 18 years of age.
- Be willing to follow and complete the volunteer staff appointment process as set by Girl Scouts of Western Ohio.
- Be willing to complete a background check.
- Be willing to take initial and ongoing training related to the position.
- Have knowledge of and adhere to the Girl Scout program.
- Have knowledge of Girl Scout age level trainings.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the U.S.A. (Refer to *Blue Book of Basic Documents*, *Safety-Wise*, and *Volunteer Resource Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Have ability to plan, evaluate, and advise.
- Be well organized; able to maintain accurate records.
- Be accessible and willing to communicate with parents/guardians, volunteers, paid staff, and community groups.

## TERM OF APPOINTMENT:

One (1) year, including option for reappointment after annual performance evaluation. Time commitment is ongoing.

## ACCOUNTABILITIES:

Incumbent is accountable for, but not limited to:

- **Communicate:**
  - **Communicates**, advocates, and reinforces the six-month training policy to leaders.
  - **Promotes required position training** and ongoing enrichment opportunities.
  - **Facilitates Girl Scout Fundamentals** content through follow up/communication with new leaders.
  - **Identifies and coordinates** opportunities for enrichment training within the service unit.
  - **Recognizes** training participation and completion using a variety of methods.
  - **Acts as liaison** between training delivery specialist and service unit team.
  - **Attends service team and service unit meetings** and shares in planning and implementing activities and the service unit membership plan.
- **Advocate:**
  - **Maintains records** of training participation by active adults in assigned area; communicates with volunteers regarding their training status.
  - **Coordinates training requests** and assesses and identifies training needs of the service unit, including enrichment opportunities and customized workshops, with the training delivery specialist.
  - **Collaborates** with adult recruiter to ensure volunteer application is completed for all adult volunteers.
- **Problem-solve:**
  - **Assists volunteers** with registering for training courses, including referring and interpreting the Adult Development section of the *Volunteer Resource Guide*.
  - **Assists with decision-making and problem-solving** while maintaining confidentiality.

**APPOINTED AND MANAGED BY:** Training Delivery Specialist

**SUPPORTED BY:** Training Delivery Specialist, Service Unit Manager, Service Team, and other paid staff.