

LEARNING FACILITATOR

PURPOSE		APPOINTED BY	TERM
Support the recruitment and retention of adult volunteers by providing ongoing adult learning and support that will enable the volunteers to provide program to girls.		In-Person Adult Learning Director	One year Renewable annually
RESPONSIBILITIES	<ul style="list-style-type: none"> • Support and demonstrate a commitment to, knowledge of, and ability to communicate the goals, mission, and philosophy of the Girl Scouts of Northern California and Girl Scouts of the USA • Promote all guidelines, policies and procedures established by the council and GSUSA at all times. As a volunteer in a leadership capacity with the council, I agree to discuss any different perspectives with appropriate council staff and fellow Learning Facilitators' only. I accept my role as a positive and responsive role model in the Girl Scout Community. • Offer adult learning courses, mentoring, planning adult learning events, and/or service unit training/presentations annually. • The council will notify me of any changes in the guidelines by the council • Participate, as required in pre-course planning and preparation work, as well as post-course evaluation process as part of the course facilitation team • With input from the In-Person Adult Learning Director schedule course dates, times and locations • Arrange to have all necessary materials and supplies available for the course and return to the council office, if appropriate. • Act and dress professionally at all learning sessions. Treat my fellow learning facilitator(s) with respect and thoughtfulness under even the most demanding circumstances • Through the use of open communication, understanding and acceptance, I will practice inclusiveness with every individual I meet in Girl Scouting • Attend Learning Facilitator meetings scheduled by the In-Person Adult Learning Director • Participate in the council Learning Facilitator electronic e-mail list • I understand that only GSNorCal Director of In-Person Adult Learning can approve official curriculum changes. I will only add or delete material that supports & enhances the training and will follow the outline as provided to me, ensuring that key points are covered in an appropriate manner 		
QUALIFICATIONS	<ul style="list-style-type: none"> • Registered and volunteered screened Girl Scout (at least 18 years of age) who exhibits the core qualities of the Girl Scout Philosophy. • Complete all position related training provided by the council. • Able to work productively and respectfully with people of diverse backgrounds. • Comply with council's policies and procedures. • Effective oral and written communication skills. • Ability to foster a spirit of cooperation and teamwork with adult volunteers as well as function constructively and cooperatively in a group • Demonstrate strong planning, organizational, evaluation and follow-through skills; i.e. meets deadlines and returns calls or emails 		
APPOINTMENT			
Your appointment to the above position begins on _____		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date