

The trip advisor plays an essential role in the success of the trip. In an advisory capacity, the trip advisor works with girl participants, the trip chaperone, and a Girl Scouts of Northern Illinois (GSNI) liaison in planning and carrying out the trip. The trip advisor must remember that council-sponsored trips are not something planned for the girls by adults; girls themselves do the planning with the guidance of the trip advisor and chaperone(s). GSNI will be responsible for one-half of the transportation, hotel accommodations, and meal costs of the trip for the trip advisor. This amount will be credited to the trip's treasury after the trip advisor has contributed their portion of the fees. This position is appointed by and accountable to GSNI's Program Specialist.

Major Responsibilities

- Facilitate the trip planning process and money-earning projects while ensuring girl involvement
- Track group financials according to council guidelines
- Coordinate money-earning projects with all group participants
- Be familiar with all materials/forms/travel requirements and interpret them to girls and their families
- Ensure necessary paperwork/forms are completed and turned in—in a timely manner
- Ensure Girl Scout safety standards and council policies/procedures are followed during all phases of the trip
- Facilitate the education of participants to cultural differences, customs, etc.
- With the group, plan and provide opportunities for girls to develop necessary skills and participate in team-building activities
- Keep the council liaison informed of plans throughout all phases of the trip
- Be responsible for the safety and well-being of all participants during travel
- Share your travel experiences with others in GSNI, including speaking at travel workshops and/or the annual meeting and providing write-ups of your experience for GSNI publications

Qualifications

- Experience in troop/group trip planning
- Willingness to work with other adult chaperones
- Ability to assist girls with planning, organizing, budgeting, and evaluating a trip of this magnitude
- Willingness to observe Girl Scout safety guidelines (GSUSA and GSNI)
- Have completed necessary Girl Scout trainings or the willingness to take trainings
- Current certified first-aid and CPR or the willingness to take trainings
- Ability to travel to group meetings
- Ability to assume financial responsibility for a portion of the trip expense
- Belief in the aims and principles of the Girl Scout Leadership Experience
- Respect for and ability to work with people from diverse backgrounds and sensitivity to the needs of girl participants
- Problem solving and conflict resolution skills
- Proficiency with Internet, e-mail, spreadsheets, etc., and easy access to the Internet

Position Requirements

Volunteers who do not currently have a criminal background check on file with GSNI will be required to authorize GSNI to conduct a criminal background check. Final appointment will be contingent on the ability to pass this background check.