



Volunteer Position Description / Agreement: Council Trainer

Term: A three-year term that is renewable upon successful completion of a year-end review.

Summary: Council Trainers are responsible for training and preparing volunteers specific to their role with GSNI.

Reports to: Program Team

Benefits:

- Enhance Communication Skills
- Build Networking Skills
- Strengthen Project Management Skills

Responsibilities:

- Use Girl Scouts of Northern Illinois (GSNI) approved training programs and materials to facilitate learning opportunities for GSNI members.
- Schedule a minimum of three training sessions per membership year in accordance with the learning strategy set up by GSNI.
- Work in partnership with other training facilitators and council staff to plan and deliver trainings.
- Communicate effectively and deliver trainings to Girl Scout members in a positive learning environment using a variety of tools to meet needs of all learners.
- Participate in council trainer meetings as scheduled.
- Maintain Council Trainer status based on the courses you facilitate.
- Submit dates for trainings for council publications
- Submit all paperwork and receipts within 2 weeks after training when applicable.

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) council-approved volunteer application (that includes a background check and references) on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.