



Girl Scouts.

Girl Scouts of Greater Atlanta, Inc.

VOLUNTEER POSITION DESCRIPTION

TRAINER (Apprentice-Level I)

PURPOSE:

To develop skills in designing and leading experiential training and to expand Girl Scout program knowledge through supporting adult volunteer training. Trainers in this position co-train in a support role with one or more experienced trainers.

ACCOUNTABLE TO:

Assigned Training Unit Administrator

TIME COMMITMENT:

Two years, renewable by mutual consent

RESPONSIBILITIES:

Work as co-trainer in workshops, with a lead trainer or as a part of a training team

- Meet with lead trainer or training team to assess needs and set plans for workshops agreed to facilitate
- Design workshop (in separate design session before the workshop)
- Participate in delivery of workshop (trying new things, taking some risks, giving directions, leading discussions, giving brief lectures, redesigning sessions in progress, all at own pace)
- Participate in making practical arrangements (getting supplies, etc.) and in follow-up (reporting, evaluating, etc.)

Pursue further development as a trainer

- Complete Girl Scouts of Greater Atlanta's Train the Trainer workshop
- Participate in specialized training area(s) of choice
- Read the trainer newsletter to keep abreast of pertinent council information that impacts adult education workshops
- Participate in training unit meetings, conferences, independent study and/or other trainer functions to continue skill and knowledge development

Participate in ongoing opportunities contributing to Girl Scouts of Greater Atlanta's training success

- Make suggestions directly to training unit administrator or lead trainers on possible improvement of training designs and delivery
- Honor training procedures and expectations, including time commitment

Expectations for one year

- Facilitate a minimum of three workshops per year

AGREEMENT STATEMENT

A staff person or designated volunteer has reviewed this position description with me. I agree to carry out the responsibilities in this description as well as maintain my registration as a current adult member in Girl Scouts of the USA. I acknowledge that as a volunteer with a child-serving organization, I am required by state law to report suspected child abuse.

Volunteer Signature _____ Date _____

Girl Scouts of Greater Atlanta Designee Signature _____

Date _____

(Please Print)

Name _____

Address _____

City _____

Zip _____ + _____

Home Phone _____ Work phone _____

Fax _____ E-mail address _____