



Volunteer Position Description

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

POSITION: LEARNING FACILITATOR

OBJECTIVE: Deliver assigned course content which is based upon identified needs of course participants.

ACCOUNTABILITY: Appointed by and accountable to the Director of Adult Development.

SKILLS:

1. Creates and maintains a positive learning environment for all learners.
2. Keeps track of and uses time wisely.
3. Models effective facilitation skills.
4. Leads discussions in an all inclusive manner.
5. Communicates the objectives of a session and ensures that these are met.
6. Uses a variety of tools and techniques to include everyone and keep the learning meaningful.
7. Addresses any individual or group behavior issues that might derail the learning.

RESPONSIBILITIES:

1. Conduct (alone or as part of a team) at least five, three hour, adult education courses per year.
2. Attend at least two learning facilitator updates per year.
3. Complete Learning Facilitator course during the first term of appointment (two year period).
4. Participate, as required, in pre-course planning and preparation work.
5. Evaluate and plan to meet needs of the course participants.
6. Deliver assigned course content, using the council outline for the course.
7. Participate, as required, in post-course evaluation process of the course facilitation team.
8. Submit all post-course reports within fourteen days following each course.
9. Participate in a facilitator observation at least every two years.
10. Contribute to the commitment to a diverse and pluralistic Girl Scout membership.

QUALIFICATIONS:

- Is (or is willing to become) a member of Girl Scouts of the USA.
- Has interest and/or skills in educating adults.
- Knows (or is willing to learn) body of knowledge contained in educational outlines for assigned courses.
- Is at least 18 years of age (unless a Girl Scout Ambassador, at least 16 years of age, who has completed Leader in Training [LIT]).
- Is able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.