Volunteer Position Description and Agreement

**Council Trainer**

**Summary:** Council trainers ensure training is presented to older girls and adults council wide. The nature of this position requires the individual to provide direct and indirect service to girls and adults.

**Accountable to and supported by:** Chief of Volunteer Experience

**Principle Duties and Responsibilities:**

* Support GSVSC’s activities and strategic goals
* Model appropriate Girl Scout behavior
* Be guided in all actions by the Girl Scout Mission, Promise and Law
* Remain informed about and comply with the current policies, procedures and guidelines of Girl Scouts of Virginia Skyline and Girl Scouts of the USA as pertaining to training
* Review and follow the GSVSC Council Trainer Procedures
* Review and follow the GSVSC Council Trainer Progression Guidelines
* Attend Annual Conference of Trainers at least every other year
* Attend additional trainers’ meeting as requested or required
* Train at least one training session per Girl Scout year
* Ensure all training sessions are open to all areas of the council
* Understand all training registrations must be managed through council’s required registration system
* Submit all scheduled trainings using #2345 Training Publicity Request form to promote older girl and adult training council wide
* Follow GSVSC learning objectives for each training session and ensure that they are met
* Submit request for training advances 30 days before training date
* Submit reconciliation of training advances to be received within 30 days of training completion
* Collect and submit the participant course evaluations
* Conduct evaluations with your training team and apprenticing trainers after each training session
* Complete training attendance records and submit **within 3 days** to ensure accurate and prompt recording of girl and adult training completion records into gsLearn
* Complete annual self-evaluation
* When requested, review GSVSC online training modules that pertains to area of expertise

**Principle Qualifications:**

* Successfully complete the GSVSC Training for Trainers Course and be appointed by Chief of Volunteer Experience
* Be a currently registered Girl Scout member and have current background check on file with council
* Be willing to devote sufficient time to plan and carry out the duties of the position
* Familiarize yourself with Rallyhood and join all council trainer rallies that pertain to area of expertise
* Respond to council request for training needs
* Have a willingness to learn and incorporate a variety of new training methods to engage learners
* Be willing and able to access internet and use e-mail, Google Docs, Google Slides, Rallyhood, and Zoom to communicate or as tools to facilitate training when applicable

***I have read the position description and agree to carry out my responsibilities as described. I understand I may choose to resign if I feel I cannot fulfill the responsibilities of the position and will notify my supervisor.***

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| --- | --- | --- | --- | --- | --- |
| Name: | | | Girl Scout Service Unit: | | |
| Street Address: | | | | | |
| City: | State: | | | | Zip: |
| Phone: (     ) | | E-mail: | | | |
| Term of appointment: From Oct. 1, 20      to Sept. 30, 20 | | | | | |
| Signature: | | | | Date: | |
| Supervisor’s Signature: | | | | Date: | |

**GSVSC COUNCIL TRAINER PROGRESSION**

All council trainers are approved and appointed by the Chief of Volunteer Experience. Annual re-appointment is dependent upon the applicant completing the requirements listed below.

A training session is one that:

* Defines GSVSC and GSUSA guidelines and meets the stated learning objectives
* Requires a council trainer to conduct the course

**BASIC REQUIREMENTS**

* The applicant completes the GSVSC Training for Trainers course
* The applicant is a currently registered adult Girl Scout member and has an approved background check on file with council
* The trainer must fulfill the duties and responsibilities as outlined in the GSVSC council trainer position description
* The trainer must follow GSVSC Council Trainer Progression
* The trainer must follow GSVSC Council Trainer Procedures
* The trainer attends the Annual Conference of Trainers (ACT) at least every other membership year
* The trainer attends additional trainers’ meetings as needed
* The trainer will communicate with the Chief of Volunteer Experience to:
  + Provide training publicity information
  + Provide training attendance records
  + Evaluate trainings, training teams and delivery of council training courses
  + Assess training needs within trainer’s local service unit and area
  + Assess recruitment, progression, and succession of council trainer
* The trainer attains the higher levels by meeting the criteria for those levels as described below
* The trainer may elect to stay at any one level
* Trainers who have not conducted a training course within three years may not train or wear the Girl Scout training insignia until the following requirements are met:
* Conference with the Chief of Volunteer Experience
* Re-apprentice with an experienced or master trainer and/or retake Training for Trainers at the discretion of the Chief of Volunteer Experience

**APPRENTICE TRAINER**

Qualifications are as follows:

1. The trainer has completed the basic requirements to become a trainer
2. The trainer trains with an experienced or master trainer for a minimum of two sessions before leading a session. Longer sessions (Outdoor Ed overnight, CPA, CIT, etc.) may require apprenticing for multiple course sessions based on the mentor’s assessment
3. The trainer participates in a joint evaluation with their mentor each time they train until both agree the apprentice’s skill levels are competent enough to advance to an experienced level
4. Trainer and mentor complete the Training Mentorship Agreement (form #3208) and Apprentice Trainer Assessment (form #3207) to be reviewed by Chief of Volunteer Experience before appointment to the experienced trainer level
5. Trainers not fulfilling the requirements within a reasonable time will be removed from the approved council trainers list

**EXPERIENCED TRAINER**

Qualifications are as follows:

1. The trainer has completed the requirements for apprentice trainer
2. The trainer will conduct at least one training session each year
3. The trainer completes the Council Trainer Self-Assessment (form #3120) and reviews it with the lead trainer of training team or Chief of Volunteer Experience before reappointment
4. Trainers not fulfilling the requirements to maintain the experienced level will revert to the apprentice level until the experience trainer requirements are met

**MASTER TRAINER**

Most trainers will remain at the experience level and may not achieve the master level.

Qualifications are as follows:

1. The trainer has served at least five years as an experienced trainer
2. The trainer will lead and manage a higher-level training session each year (For example, Outdoor Ed. Overnight, Backpacking, etc.)
3. The trainer will serve as a mentor for apprentice trainers
4. At least once every two years, the trainer will design or assist in designing an official training session to improve council training and/or the training skills of all council trainers. (For example, Training for Trainers, Annual Conference of Trainers session related to trainer skills, etc.)

All session design rewrites and/or workshops require approval by the Chief of Volunteer Experience.

1. The trainer completes the Council Trainer Self-Assessment (form #3120) and reviews it with the Chief of Volunteer Experience before reappointment
2. Trainers not fulfilling the requirements to maintain the master level will revert to a lower level