**~~N:\Logos\Girl Scout Logos\2010 new branding\GS_VA_SKYLINE_servicemark.tif~~**Volunteer Position Description and Agreement – Area Level

**Council Trainer**

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

**Accountable to:** Director of Volunteer Training

**Principal Duties and Responsibilities:**

* Support GSVSC 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.
* Keep current with volunteer procedures and policies by reviewing GSVSC e-newsletters (The Girl Scout Connection) and annual review of *Volunteer Essentials* and *Safety Activity Checkpoints.*
* Review online training that pertains to area of expertise at the beginning of each membership year.
* Attend annual spring area trainers’ meeting.
* Attend Annual Conference of Trainers at least every other year.
* Publicize all training sessions council-wide using online Training Publicity Request form.
* Process all training registrations through council’s registration system.
* Submit all training publicity requests for *The Sky’s the Limit* to promote older girl and adult training by May 1 & November 15 each year.
* Train at least one training session per Girl Scout year.
* Communicate GSVSC learning objectives for each training session and ensure that they are met.
* Submit training attendance records to [info@gsvsc.org](mailto:info@gsvsc.org) to ensure accurate recording of girl and adult training.
* Complete team evaluations after each training.
* Complete annual self-evaluation.

**Qualifications:**

* Be a currently registered Girl Scout member and have completed the volunteer application and background check process.
* Willing to devote sufficient time to plan and carry out the duties of the position.
* Complete the appropriate training for the position in a timely manner.
* Attend Girl Scout Community and area meetings to share information and update volunteers.
* Willing and able to access and use e-mail and internet.

*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 Area: | |
| Street Address: | | | | |
| City: | State: | | | Zip: |
| Phone : (     ) | | E-mail: | | |
| Term of appointment: From Oct. 1, 20      to Sept. 30, 20 | | | | |

**To enter a digital signature, follow these instructions: Click your cursor in the Signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.**

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| Signature: | Date: |
| Supervisor’s Signature: | Date: |

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