

Council Trip Chaperone

Volunteer Position Description

Summary: The council trip chaperone is responsible for overseeing all aspects of a designated council-sponsored trip. The chaperone must work well with girls and adults, have good interpersonal skills, and be responsible and flexible.

Term of appointment: The council trip chaperone is appointed once the individual has been selected for a trip and is complete once the trip is over and any applicable financial and/or medical records have been submitted to the council.

Supervision: The council trip chaperone reports to the leadership and learning specialist (LLS-GSLE) on staff at GSMH and is appointed by a staff regional manager or chief membership services officer.

Support: The council trip chaperone receives support, guidance, and encouragement from the LLS-GSLE. The individual has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Helps to plan trip including research, making arrangements for activities, and/or selecting hotel accommodations.
- Attends and helps facilitate any pre-trip meetings with participants and their parents.
- Responsible for maintaining communication with the LLS-GSLE for the travel pathway before and during the trip.
- Responsible for the safety, health, and happiness of travel participants.
- Maintains confidentiality for participant health and/or personal information.
- Responsible for helping facilitate travel on the trip, including boarding planes, trains, or public transportation.
- Responsible for helping to enforce curfews and conduct nightly bed checks.
- Responsible for helping to enforce trip rules and delivering consequences for negative behavior.
- Helps to resolve conflicts that arise between trip participants.
- Responsible for turning in any trip records, funds, and receipts upon returning from the trip.
- Carries out other duties as assigned or needed before and during the trip.

Qualifications and core competencies:

- **Girl focus:** Ability to make sure the trip maintains a girl-focus and allow girls to make decisions when appropriate. Allow girls to gain independence by taking responsibility for themselves while keeping them safe.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Ability to remain flexible if things do not go according to plan and remain tolerant in response to changing environments and different cultures.
- **Oral communication:** Must be able to express ideas and facts clearly and accurately with individuals and groups and have good listening skills.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to email and the Internet.
- **Additional requirements:**
 - Prior Girl Scout experience a plus.
 - Must become a registered member of GSUSA and be at least 21 years of age.
 - Must be an approved volunteer who completes a volunteer application and background screening that is renewed every three years.