

## **Learning Facilitator**

### ***Volunteer Position Description***

**Summary:** The learning facilitator is a position at the region or district level and is responsible for delivering courses, workshops, and resources to individuals and/or groups of volunteers in order to orient, prepare, and support them throughout their appointment. The nature of this position is to provide indirect service to girls.

**Term of appointment:** The learning facilitator is appointed for a one-year term that is renewable upon completion of evaluation processes.

**Supervision:** The learning facilitator reports to the staff leadership and learning specialist—volunteerism (LLS-V).

**Support:** The learning facilitator receives support, guidance, and encouragement from the staff leadership and learning specialist—volunteerism (LLS-V).

### **Responsibilities:**

- Maintain council facilitator status, as defined by council policies and procedures including attending a facilitators meeting once per year.
- Coordinate courses, workshops, and resources to volunteers in assigned jurisdiction according to learning strategy set by regional team and council staff.
- Apprentice with a current council learning facilitator or with your regional staff LLS-V.
- Work in partnership with co-facilitators and council staff.
- Communicate effectively and deliver learning sessions to the individual or group.
- Facilitate courses as needed each year. (The number of courses may vary.)
- Create and maintain a positive learning environment using a variety of tools to meet needs of all learners.
- Complete and submit course evaluations, surveys, attendance sheets, and self-evaluations as instructed.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of the Missouri Heartland and Girl Scouts of the USA.

### **Qualifications and core competencies:**

- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to email and the Internet.
- **Additional requirements:**
  - Must become a registered member of Girl Scouts.
  - Must be an approved volunteer who has completed the volunteer application and background screening that is renewed every three years.
  - Have an interest and comfort level in teaching adults.
  - Experience in education and/or adult education a plus.
  - Attend the Facilitating Adult Learning course.