

ROLE DESCRIPTION

Title: District Adult Development/Education Manager

Purpose of the role: To serve as head of the District Learning Support Team, charged with planning, scheduling, managing and evaluating courses within the district.

Accountability: Appointed by and accountable to Adult Education Manager.

Staff/Department: Adult Education Manager/Adult Development

Terms of appointment: Two years, renewable for an additional two years.

Time Commitment: 5 hours per month

Responsibilities:

- Attends job orientation and roundtables as needed
- Serves as head of the District Learning Support Team
- Recruits and appoints Learning Facilitators within the area district
- Confers with Neighborhood Adult Development/Education Manager regarding educational needs
- Ensures that the District Learning Support Team assesses training needs, plans area district calendars, schedules courses, maintains statistics and evaluates training
- Assigns courses to Learning Facilitators
- Assists the District Adult Development/Education Registrar in securing training locations for courses as needed
- Serves as liaison with other community agencies and specialists in collaborative efforts
- Arranges for the distribution and inventory of instructional materials and for the maintenance of a District Volunteer Development Program Library
- Manages home study courses for the district or appoints a Home Study Coordinator
- Initiates and follows the established Separation/Grievance Procedures, in consultation with staff, when infractions occur

Requirements of the role:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Plans, chairs and participates in at least two District Learning Support Team meetings or roundtables annually
- Becomes familiar with community resources
- Attends or arranges district representation at Annual District Learning Support Team Roundtable

Knowledge and skills required:

- Delegation skills and evaluation skills
- Oral communication skills
- Planning and chairing meetings skills
- Recruitment, interviewing and team building skills
- Knowledge of the Volunteer Development Program
- Knowledge of Safety Activity Checkpoints and Volunteer Essentials and the Lead and Learn
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- Job Orientation for District Adult Development/ Education Managers and Registrars