girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Learning Facilitator**

Purpose of the position: To plan, prepare for, deliver and evaluate learning experiences for adult members by agreement with the District Learning Support Team and/or Adult Education Manager.

Accountability: Appointed by and accountable to the District Volunteer Development Manager or Adult Education Manager.

Staff/Department: Adult Education Manager/Adult Development

Terms of appointment: Two years, renewable at the discretion of the District Volunteer Development Manager in consultation with the Adult Education Manager.

Time Commitment: 2 hours per month

Responsibilities:

- Responds to requests from the District Learning Support Team or the Adult Education Manager to facilitate adult education courses, facilitate e-learning or provide coaching support to learners
- Plans, prepares for, delivers and evaluates assigned courses, using resources approved by the Adult Education Managers; distributes completion letters
- Sends reports to the District Volunteer Development Registrar or the Adult Education Manager, as appropriate
- Participates in learning experiences and updates as recommended by the Adult Education Managers

Requirements of the position:

- Meets membership requirements
- Training Required: *Job Orientation for Learning Facilitators* or an approved application for waiver
- Abides by national and local Girl Scout policies, standards and procedures
- Keeps informed of local and national Girl Scout program trends
- Agrees to help participants achieve course objectives
- Completes Girl Scouts 101, Introduction to Girl Scouting, and How to Have Fun with purpose with Girls

Qualifies for reappointment through:

- Satisfactory performance of assignments
- Participation in a Learning Facilitator Conference, District Learning Facilitator Roundtable or enrichment course at least once during each two-year term of appointment

Knowledge and skills required:

- Experience and/or expertise in assigned content areas
- Facilitation skills
- Human relations skills
- Knowledge of Volunteer Development Program and the Lead and Learn
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- 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:

- GS 101
- Intro to Girl Scouting
- Job Orientation for Mentors (recommended but not required)