
INSPIRE TRAINER POSITION DESCRIPTION

PRINT NAME: _____

DATES OF APPOINTMENT: _____

PURPOSE OF POSITION: To facilitate INSPIRE learning opportunities of the highest quality consistent with the philosophy of Volunteer Development in Girl Scouting and which meet the identified needs of the Council and its volunteers.

TERM: Appointed by the Volunteer Development Manager for a one-year term; eligible for reappointment

ACCOUNTABLE TO AND SUPPORTED BY: Volunteer Development Manager

RESPONSIBILITIES:

1. Provide effective delivery of the INSPIRE training program to adult volunteers at the Argyros Girl Scout Leadership Center in Newport Beach, CA.
2. Communicate with the Volunteer Development team to obtain course materials.
3. Communicate your availability to the Volunteer Development team.
4. Submit attendance records, evaluations and other appropriate information, (including issues with equipment, location or participants) to the Volunteer Development team within five days of completion.
5. Train a minimum of 6 INSPIRE learning opportunities per year.
6. Arrive early set up; Stay after clean up; be available and approachable to volunteers before, during, and after the training
7. Treat all volunteers as peers: with respect, courtesy, make them feel welcome, and value their input.
8. Answer questions knowledgeably, with written back up, or refer unanswerable questions to Volunteer Development.
9. Participate in the annual Trainer's Learning Conference and other meetings as necessary.
10. Support the Girl Scout Leadership Experience.
11. Complete the volunteer screening and onboarding process, including membership registration.
12. Complete all position-related training prior to delivering initial training.
13. Support and promote Council Product Sales and Fund Development activities in all aspects.
14. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

Competencies:

1. Positive and encouraging coaching skills that foster confidence in leaders.
2. Effective oral, writing and reading skills.
3. Able to deliver engaging and interactive presentations to groups as well as individuals.
4. Professional appearance, performance and demeanor while serving as a representative of GSOC.
5. Able to work productively and respectfully with people of diverse cultures, abilities, personalities, ages and backgrounds.
6. Email and internet capabilities for efficient communication, document sharing and research.
7. Demonstrate personal integrity, credibility and dependability.
8. Understand and feel comfortable using technology and providing guidance to adults using the INSPIRE technology.

Volunteer's Signature

Date

Volunteer Development Manager

Date