



**Girl Scouts of Southeastern Michigan**  
1-800-482-6734 www.gssem.org

*GSSEM Mission Statement:  
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

## **Volunteer Position Description Council Facilitator**

**Purpose of Position:** The Council Facilitator facilitates Council Learning Opportunities for Adult Volunteers.

**Term of Appointment:** The Council Facilitator is appointed by the Adult Development and Volunteer Services Department for a term of one year. This term is renewable upon evaluation by the Adult Development Staff.

**Supervised By:** The Council Facilitator is responsible to the Adult Development staff.

### **Specific Responsibilities:**

- Attend Council wide and regional facilitator meetings to increase knowledge and stay current on policies and procedures.
- Adhere to standardized training designs or plan trainings in cooperation with an Adult Development Staff Member.
- Commit to a minimum of twelve (12) hours of training per membership year.
- Reflect a positive, vital Girl Scout image through demeanor and appropriate dress.
- Work cooperatively with other volunteer and staff facilitators, including co-facilitation.
- Assume responsibility for all materials, equipment, & documentation and the timely return of such items.
- Complete annual performance evaluation.
- Travel may be required.
- Assist in identifying new sites for training, and/or assist in booking the training sites.
- Follow GSUSA and GSSEM policies, standards, guidelines, and procedures.
- Increase knowledge through council and community learning opportunities.

### **Required Knowledge and Experience:**

- Currently registered adult member of GSUSA.
- Willingness to take Girl Scout Volunteer Orientation and willingness to promote the Girl Scout Mission.
- Attend facilitator training as determined by Adult Development Staff
- Ability to assume leadership role: creative, patient, empathetic, sense of humor, strong interpersonal skills and writing skills.
- Ability to implement a variety of training methods and techniques to meet the diverse needs of the course participants.
- Ability to engage an audience and build rapport via strong presentation and facilitation skills.