

Girl Scout Area Adult Education Coordinator Position Description

Appointment/accountability:

Appointed by, and accountable to, the area manager for coordinating educational activities for all operational volunteers in assigned area.

Term of Appointment: One-year appointment generally concurrent with the membership year, October 1 to September 30. Recommended term limit: 5 years.

Responsibilities:

1. Promote council adult educational programs including on-line orientation, on-line educational opportunities, self-study courses, regional, council and Girl Scouts USA (GSUSA) educational events.
2. Attend area management team meetings and help plan and implement area plan of work
3. Identify and report to the regional adult recruitment and education specialist the educational needs of the volunteers in the area.
4. Help to identify sites within the area that can serve as locations for educational courses and events; help set up and make local contacts.

Qualifications:

- Ability to generate enthusiasm about educational opportunities offered by Girl Scouts.
- Ability to keep accurate records.
- Good written and verbal communication skills
- Experience with and knowledge of Girl Scout resources and processes.

Benefits to volunteer:

Volunteers in this position will gain experience (1) promoting and marketing, (2) conducting needs assessments, (3) goal setting and developing action plans to meet goals.