



## **Volunteer Trainer**

Position Description/Volunteer Agreement

Name: \_\_\_\_\_

Telephone (primary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Term of Appointment:** one year (October 1-September 30)

**Appointed by and Responsible to:** Program and Adult Education Director or their designee.

**Purpose:** To provide learning opportunities for volunteers of all experience levels with Girl Scouts of the USA and Girl Scouts Heart of Michigan curricula, and to help them develop strong leadership skills.

**Benefits to volunteer:** Volunteers in this position will learn effective communication styles, network with other volunteers and staff, educate and empower adult volunteers, and assist in the development of cutting-edge educational materials.

### **Responsibilities:**

- Be a Role Model
  - Project a positive attitude that reflects the acceptance and support of Girl Scouts Heart of Michigan key priorities.
  - Demonstrate honesty, credibility and dependability.
  - Exemplify and advocate the Girl Scout mission, Promise and Law.
- Be an Educator
  - Actively participate and contribute to educating adult volunteers by facilitating courses and serving on project committees.
  - Remain current in chosen field of curricula concentration, and best practices.
  - Educate adults to help girls set realistic, clearly defined goals and objectives to obtain the Girl Scout Leadership Experience.
- Be a Team Player
  - Assist in the recruitment of adult trainers.
  - Support training and learning efforts in all five Girl Scouts Heart of Michigan regions.
  - Communicate regularly with Adult Education team and other trainer team members or committees.

### **Volunteer agrees to:**

- Register as a member of Girl Scouts of the USA and Girl Scouts Heart of Michigan.
- Complete a background check, an orientation and required course(s) regarding the volunteer work.



- Acknowledge that this position is voluntary and does not provide monetary compensation.
- Perform these volunteer duties to the best of my ability.

**Girl Scouts Heart of Michigan agrees to:**

- Provide updates, learning opportunities and assistance for the volunteer to be able to meet the responsibilities of this position.
- Provide a copy of Girl Scouts Heart of Michigan volunteer policies.
- Provide an orientation to the position, Girl Scouts Heart of Michigan, and Girl Scouts of the USA.
- Provide the basic equipment, tools, and materials for the position, and regular meetings and updates.
- Carry liability insurance and supplemental accident insurance as part of your Girl Scout membership.
- Provide ongoing support, guidance, and feedback.
- Give recognition for time devoted to the position.
- Be receptive to comments from volunteers regarding ways in which we might mutually better accomplish our respective tasks.

I have read and agree to abide by the Position Description/Trainer Agreement. I understand that failure to fulfill these responsibilities may result in the release of volunteer appointment or non-reappointment to a volunteer position with Girl Scouts Heart of Michigan.

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Staff Signature

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Date

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Volunteer Signature

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Date