



**Headquarters
Billings Service Center**
2303 Grand Avenue
Billings, MT 59102

Casper Service Center
501 North Sun Drive
Casper, WY 82609

Great Falls Service Center
4930 Ninth Avenue South
Great Falls, MT 59405

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Service Unit Team Position: Council/SU Facilitator

The role of the Council/Service Unit Facilitator is to coordinate, plan, prepare, present and evaluate educational opportunities with the goal of providing a quality Girl Scout experience for the adults and girls throughout the jurisdiction of Girl Scouts of Montana and Wyoming. All training programs are to be consistent with the training modules provided by Girl Scouts of Montana and Wyoming and Girl Scouts of the USA and align with the Girl Scout Mission, Promise and Law, Girl Scout Leadership Experience and policies and goals of Girl Scouts of Montana and Wyoming and Girl Scouts of the USA.

Required Skills for council/Service Unit Facilitator:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position.
- Effective time management including the ability to organize, prioritize, meet deadlines, scheduling, and follow through.
- Experience/desire to work with girls and adult volunteers.
- Effective communication skills-coaching, motivating, encouragement, conflict resolution.
- Create a positive learning environment with an ability to ask "self discovery" questions and ensure a safe space where everyone is encouraged to participate.
- Commitment to the importance of adult education.
- Demonstrated skill in supervising adults.
- Ability to have fun!
- Experience and willingness to facilitate workshops -creative, flexible, adhering to a budget
- Presentation skills-engaging, animated, creative ways to present, utilize visual aids, confidence and knowledge of material presented.
- Some knowledge of technology-PowerPoint presentation, projectors, email.
- Community collaboration-knowledge of resources, networking, logistics for training.
- Administrative duties-maintain detailed records and submit in a timely manner

Service Commitment: The Service Unit Manager and Membership Manager, in partnership with the Adult Development Director will secure the Council/Service Unit Facilitator(s). The time commitment will vary depending on the needs of the Service Unit.

Supervision and Support: The Council/Service Unit Facilitator is supported by and accountable to the Service Unit team, the Membership Manager and the Adult Development Director of Girl Scouts of Montana and Wyoming.

Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with volunteers, prepare girls and adult volunteers to understand and live by the Girl Scout Promise and Law.
- Be enthusiastic and positive in working with volunteers, girls, and girls' parents/guardians
- When facilitating council trainings, provide training within the budgeted amount set and approved by council.
- Attend Service Unit meetings to promote trainings, answer questions and inform volunteers about upcoming training opportunities, as well as respond to requests by volunteers for training.
- Assess and accommodate training needs within the local area in partnership with Service Unit managers, other facilitators, the Membership Manager and the Adult Development Director of Girl Scouts of Montana and Wyoming by scheduling opportunities throughout the Girl Scout year.
- Maintain communications with the staff of Girl Scouts of Montana and Wyoming; specifically the Membership Manager and Adult Development Director by responding to e-mail, phone or letter communications and keeping everyone informed of trainings being held in the region.
- Submit a Training Submission Form for each training, as well as other required documentation prior to the event.
- Assure all training is linked to the Girl Scout Leadership Experience model utilizing the outlined keys and processes and implementing girl/adult planning methods.
- Maintain and ensure timely distribution of training materials and equipment needed for training.
- Observe/evaluate facilitators and training sessions as requested by Adult Development Director.
- Arrange for new facilitators to apprentice with experienced facilitators.
- Assist in recruitment of volunteers to become council facilitators.
- Submit an annual account of the conducted trainings to the Girl Scouts of Montana and Wyoming's Adult Development Director.
- Oversee the training registration process, making sure participants register and pay through the council headquarters.
- Confirm accurate participation, financial records and receipts for inclusion in final reporting.
- Submit training evaluations from attendees and facilitator to the Adult Development Director within two weeks of training.
- Participate in and provide input to Adult Development Director for council-wide conferences, regional conferences, training opportunities, course content and recommendations of new facilitators.
- Meet and/or correspond with various representatives of other community agencies, as needed, to coordinate, expand, and improve educational opportunities for adult Girl Scouts within the community.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Council/SU Facilitator _____ date _____