



USA Girl Scouts Overseas – West Pacific Volunteer Position Description

POSITION: Adult Learning Facilitator

TERM: One year; appointed annually.

APPOINTED BY/ ACCOUNTABLE TO: Manager of Adult Development

PURPOSE OF POSITION:

Adult Learning Facilitators are required to be knowledgeable about Girl Scouts including history, vision, mission, and the Girl Scout Leadership Experience.

An Adult Learning Facilitator guides an individual or group to learn through interactive activities, by using a range of processing skills and methods to achieve measurable learning outcomes.

ROLES AND RESPONSIBILITIES (ACCOUNTABILITIES):

- Creates and maintains a positive learning environment for all learners
- Offers learning opportunities as needed within an OC or a geographical area within USAGSO-WP
- Attends as requested OC meetings to share knowledge and offer enrichments on requested topics
- Attends and if needed facilitates at the Volunteer Conference
- Participates in Facilitators' Monthly Calls
- Provides follow-up and timely reporting after every learning opportunity
- Keeps track of and uses time wisely
- Models effective facilitation skills
- Leads discussions in a way that involves everyone
- Communicates the objectives of a session and ensures that these are met
- Uses a variety of tools and techniques to include everyone and keeps the learning meaningful
- Addresses any individual or group behavior issues that might derail the learning
- Receives required training for the position
- Maintains confidentiality throughout and following the appointment

QUALIFICATIONS:

- Is a registered member of Girl Scouts of the USA
- Must possess good oral and written communication skills
- Needs to have good organizational skills
- Attention to details and deadlines
- Access to a computer and have computer skills
- Good platform, presentation skills
- Ability to work with people from all racial, ethnic, religious, and socioeconomic backgrounds