



Girl Scouts – North Carolina Coastal Pines 6901  
Pinecrest Road, Raleigh, NC 27613  
(919) 782-3021 or (800) 284-4475

**VOLUNTEER POSITION DESCRIPTION  
LEARNING FACILITATOR**

<b>SUMMARY:</b>	The Learning Facilitator assists in the delivery of the Council’s current curriculum of courses, workshops and trainings in both individual and group sessions to volunteers to ensure they have the knowledge and skills necessary to provide consistent delivery of the Girl Scout Leadership Experience to girls in a safe environment.
<b>TERM OF APPOINTMENT:</b>	The Learning Facilitator is appointed for a term of one program year and may be eligible for reappointment.
<b>ACCOUNTABILITY:</b>	The Learning Facilitator is accountable to the Service Unit Manager, Learning and Development Director, Senior Learning and Development Director and/or the Program Director.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Attend Area planning meeting(s) and coordinate courses, workshops and trainings for volunteers in alignment with the Council’s volunteer training and support strategy.</li> <li>• Conduct a minimum of two (2) sessions each program year according to established curriculums and procedures.</li> <li>• Remain informed about current course content and curriculum(s).</li> <li>• Work in partnership with co-facilitators and Council staff to update courses as necessary.</li> <li>• Complete and submit course requests, evaluations, surveys and course closing records as instructed.</li> <li>• Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.</li> </ul>
<b>QUALIFICATIONS AND CORE COMPETENCIES:</b>	<p><b>Girl-led Focus:</b> Empower, encourage, and guide girls and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing a girl’s leadership skills.</p> <p><b>Personal Integrity:</b> Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p><b>Adaptability:</b> Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p><b>Oral Communication:</b> Practice positive communication skills and express ideas clearly and accurately.</p> <p><b>Foster Diversity:</b> Understand, respect and embrace individual differences.</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Registered member of GSUSA and a valid background check.</li> <li>• Completion of any required training assigned and provided by GS-NCCP and GSUSA.</li> <li>• Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.</li> </ul>

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Learning Facilitator Printed Name: \_\_\_\_\_

Learning Facilitator Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

Complete and provide copies to: Learning Facilitator and Learning and Development Department