



GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

VOLUNTEER POSITION DESCRIPTION FOR ASSOCIATION TRAINING MANAGER

ROLE:

- Provide instruction to adult volunteers and qualified teen Girl Scouts in the following GSUSA disciplines as defined by GSUSA and GSCNC
 1. Basic Leadership courses which include 100B, 101 and the 100 level series of program level modules.
 2. Outdoor qualification courses defined as the 200 level series of modules.
 3. Administrative courses defined as the 300 level series of modules.
 4. Train the Trainer training published as the 500 level series of modules.
 5. Enrichment training published as the 600 level series.

DUTIES AND RESPONSIBILITIES:

1. Sign and return annual appointment letter.
2. Administer the training function that occurs within a designated association(s).
3. Identify/recruit/appoint/manage individual council trainers within the association(s).
4. Secure council trainers to provide leadership, outdoor, administrative and enrichment courses to meet the needs of the council membership.
5. Submit reports and forms to the council office in a timely manner.
6. Serve on the ATMs Panel.
7. Contact service unit managers and/ or field directors regularly via cluster meetings, e-mails or phone calls.
8. Oversee the coordination of spring and fall trainers' meeting within each association(s).
9. Acknowledge the efforts of trainers in the association(s) through formal and informal recognition.

QUALIFICATIONS:

1. Register as an adult member of Girl Scouts of the USA.
2. Accept and adhere to the purpose and principles of Girl Scouting.
3. Show a willingness to work with diverse groups with varying life styles and cultures in a positive manner.
4. Recognize, understand, accept, interpret, and support all council goals, policies, and objectives including the Human Relations Policy Statement.
5. Owes no outstanding debt to the council.
6. Understand and support the training mission.
7. Have proven leadership skills.
8. Holds the level of experienced or master trainer.
9. Attends ATM training as requested.
10. Understands and commits to the time requirements of the position.

METHOD OF SELECTION:

- Selected and appointed by the training specialist.

ACCOUNTABILITY:

- Accountable to the Training Specialist and Adult Volunteer Development Manager.

TERM OF POSITION:

- Appointed annually up to six years.