

GIRL SCOUTS OF MITTEN BAY
Adult Development Department

Council Trainer Position Description

Function

To conduct council adult development classes as requested.

Accountability

The council trainer is appointed for one year and is accountable to the Director of Program and Educational Services.

Principal Responsibilities

1. Commit to a minimum of fifteen hours of on-site training per membership year.
2. Adhere to standardized training designs.
3. Assume responsibility for all materials and equipment used to conduct training.
4. Submit forms and evaluations as requested.
5. Work cooperatively with other trainers.
6. Attend the annual Trainer's Update.
7. Attend training sessions and meetings in order to remain current in knowledge of guidelines, skills, Girl Scout program, and training materials.
8. Attend a year-end evaluation session with Director of Program and Educational Services or a Master Trainer.

Qualifications

1. Knowledge of, and some experience in, Girl Scouting.
2. Reflect a positive Girl Scout image through demeanor and appropriate dress.
3. Flexible and non-judgmental when dealing with people and situations.
4. Ability to assume leadership role, creative, patient, empathetic, sense of humor, and strong interpersonal skills.
5. Strong presentation skills.
6. Completion of Training of Council Trainer course.
7. Membership in the Girl Scouts of the U.S.A.

GIRL SCOUTS OF MITTEN BAY
Adult Development Department

Standards for Council Trainers

Hours to Complete

Apprentice Trainer

- | | | |
|----|--|----------|
| 1. | Attend Training of Council Trainers | 20 hours |
| 2. | Apprentice with Experienced/Master Trainer in BLT after TCT-Part 1 | 15 hours |
| 3. | Attend the annual Trainer's Update | 5 hours |
| 4. | Participate in a year-end evaluation with Director of P.E.S. | 1 hour |

Experienced Trainer

- | | | |
|----|---|---------------|
| 1. | Complete at least one (1) year as an Apprentice Trainer meeting the above requirements. | |
| 2. | Serve as a trainer for a minimum of fifteen (15) training hours including 10.5 hours of Basic Leadership Training courses | 15 hours/year |
| 3. | Take additional training when required for the changes in curricula, program, council needs, etc. | |
| 4. | Attend one additional learning opportunity each year or Statewide Trainer's Conference | 2 - 10 hours |
| 5. | Attend the annual Trainer's Update | 5 hours |
| 6. | Participate in a year-end evaluation with Director of P.E.S. | 1 hour |

Master Trainer

- | | | |
|----|--|--------------|
| 1. | Assume training/facilitation responsibilities in any/all of the following:
a. Assist with Training of Council Trainers course
b. Conduct enrichment classes for trainers
c. Assist with year-end trainer evaluations
d. Other tasks assigned by Director of P.E.S. | 20 hrs. min. |
| 2. | Maintain knowledge, skills, and competencies for delivering Basic Leadership by training three BLT sessions over the course of two years. | |
| 3. | Attend one additional training opportunity each year to strengthen knowledge, skills, and attitudes required of a master trainer. | |
| 4. | Attend the annual Trainer's Update | 5 hours |
| 5. | Participate in a year-end evaluation with Director of P.E.S. | 1 hour |

Outdoor Trainer

- | | | |
|----|--|---------|
| 1. | Maintain standards required of Experienced Trainers. | |
| 2. | Apprentice in outdoor courses prior to assisting with training them. | |
| 3. | Train two session of BLT per membership year. | 7 hours |

Specialist

Serve as trainer in areas of special expertise and working outside the *Standards for Council Trainers*.



Girl Scouts.

GIRL SCOUTS OF MITTEN BAY

Council Trainer Application

Mail Application and Written Interview to:
Girl Scouts of Mitten Bay
Attn. Jason Schoenmeyer
4570 Davis Road
Saginaw, MI 48604

Date _____

Preferred Title: Ms Mrs. Miss Mr.

Name (Last) _____

First _____

Current Street Address _____

City and Zip _____

Work Phone _____ Home Phone _____

Former Address _____

City/State/Zip _____

Occupation _____ Place of Employment _____

Social Security # _____ OR Driver's License # _____

Date of Birth: Month _____ Day _____ Year _____

→ Required References include Service Unit Manager, Area Membership Specialist, and 1 Personal Reference.

Name

Address (Street/City/ZIP)

Phone with area code

1. _____

2. _____

3. _____

→ Volunteer Experience – Girl Scout-related

→ Other Volunteer Experience/Current Memberships

→ Work Experience (Begin with most current)

Business Name

Position

Address

Phone with area code

→ Have you ever been convicted of a crime? Yes No

→ Are there any felony charges currently pending against you? Yes No

If yes, state offense, date and location (A conviction record will not necessarily be cause for disqualification.)

→ Mark Areas of Special Interest [A] or areas of Special Training [B]:

- | | | |
|----------------------------------|--------------------------------|-------------------------------|
| _____ Daisy Girl Scout Program | _____ First Aid Trainer | _____ Water Safety Instructor |
| _____ Brownie Girl Scout Program | _____ CPR Trainer | _____ Small Craft Instructor |
| _____ Junior Girl Scout Program | _____ Organization Skills | _____ Outdoor Survival Skills |
| _____ Cadette Girl Scout Program | _____ Management Skills | _____ Archery Instructor |
| _____ Senior Girl Scout Program | _____ Problem Solving Skills | _____ Other: |
| _____ Outdoor Camping Skills | _____ Skills in Adult Training | |
| _____ Outdoor Cooking Skills | _____ Instructor of Trainers | |

→ Assignment Preference:

Consistent scheduling choices:

Year long Short commitment Committee/group work Work alone

Sporadic scheduling choices:

Year long Short commitment Committee/group work Work alone

Seasonal scheduling choices:

Spring Summer Autumn Winter

→ Amount of volunteer time available:

Preferred day _____ Preferred time _____

I agree to take training offered to help me carry out my voluntary position. I am acquainted with and subscribe to the principles embodied in the Girl Scout Promise and Law and will abide by the conditions stated herein. I authorize the Girl Scouts of Mitten Bay and its agents to investigate all statements on this application, including those regarding my criminal record, and the references listed above. I authorize all references and sources to release information without liability for damage incurred in providing it. Further, I release the Girl Scouts of Mitten Bay and its agents from liability and damages related to or arising out of any reasonable background investigation. I understand that if any information given is incorrect, I will be held responsible.

→ Signature _____

Date _____

Service Center Use Only

References contacted by _____
Name Address Phone

- References contacted: 1. _____
2. _____
3. _____

Action taken _____



Girl Scouts

GIRL SCOUTS OF MITTEN BAY

Written Interview Form for Trainer Applicants

Name: _____

Date: _____

1. Briefly explain why you are interested in volunteering for the trainer position.

2. What strengths would you bring to the position of council trainer?

3. What three adjectives would people use to describe you? Why?

4. Describe an event in your life when you were a member of a team.

5. Think about a time when you felt highly productive, motivated and satisfied. Describe this experience and why it made you feel this way about it.

Applicant's Signature: _____ Date: _____