



Volunteer Position Description: Archery Program Facilitator (Level 1)

Summary: Archery Program Facilitators are level I certified through USA Archery to run archery programs for girls. Archery Program Facilitators are focused on introducing basic archery skills to beginners. Facilitators sign up to lead Hit the Target programs at GSNEO camps. Facilitators set up the equipment, provide an orientation and brief lesson, demonstrate how to shoot properly and monitor/coach while girls take turns shooting.

Position Supported By: Outdoor Manager Girl Experience

Responsibilities:

- Facilitate at least three (3) sessions of archery programs for girls, annually.
- Conduct equipment checks before and after programs for safety, cleanliness, and good repair.
- Teach and monitor proper use of equipment.
- Report to supervisor defective equipment for replacement.
- Evaluate program with other instructors and supervisor and make suggestions for improvements for the following year.
- Support positive participation with girls, caregivers, and other volunteers.
- Communicate by phone and email with volunteers and staff.
- Administer and submit program evaluations.
- Ensure all participants are registered members of Girl Scouts.
- Maintain and submit required documentation/reports for all programs and events.
- Understanding of the basic developmental characteristics and needs of girls.

Skills and Abilities:

- Ability to teach archery to children of diverse knowledge and experience.
- Use email and the internet for communication
- Strong organizational skills.
- Excellent communication skills
- Comfortable working independently as well as with a team

Position Commitments:

- Membership & Administration
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts.
 - Agree to opt-in to receive emails and text messages from GSNEO.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
 - Minimum age of 18 with USA Archery membership.

Tenure/Time: Archery Program Facilitators are required to facilitate at least three (3) sessions of archery programs for girls each year. A day may include 1 to 2 sessions per day.

Required Training: Volunteers are required to complete the following Girl Scouting Series and Event Training, Program Volunteer Training and the Archery Program Facilitator Level I Certification Course through USA Archery. Recertification is required every three years.

By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

Girl Scout Promise:

On my honor, I will try, to serve God and my country, to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to, respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.