

## Volunteer Position Description: Canoe Program Facilitator

**Summary:** Canoe Program Facilitators will lead canoeing programs for girls, grades 4th grade and above, at our camp properties. GSNEO's Flat Water Canoeing Program is designed as a short program emphasizing the entry-level paddling skills for tandem canoeing on flat water. Canoeing is a great team-building activity and an enjoyable and relaxing way to experience the outdoors.

**Position Supported By:** Reports to the Outdoor Girl Experience Coordinator. Additional support provided by a combination of staff and volunteers including the Outdoor Girl Experience Manager and Girl Experience Department.

### Responsibilities:

- Complete required training for the position prior to delivery of program services.
- Prepare for and deliver Girl Scout program in assigned location as prescribed in course curriculum.
- 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.
- Support positive participation with girls, parents/guardians, and other volunteers.
- Communicate by phone and electronically with volunteers and staff.
- Administer and submit program evaluations.
- Maintain required documentation/reports for all programs and events.
- Represent the council at all times in a positive and professional manner.
- Be familiar with and follow the required health and safety practices.
- Exhibit nondiscriminatory attitudes and behavior in all internal and external working relationships.

### Marketable Skills and Abilities:

- Motivating groups
- Supervising volunteers
- Public Relations & Social Media
- Training & Development
- Team building
- Conflict resolution
- Public speaking
- Meeting leadership
- Developing meeting agendas

### 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 and GSUSA.
  - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Tenure/Time:** 12 months, option to renew upon mutual agreement between yourself & council staff (renewable up to 3 years). This role requires facilitators to lead a minimum of 4 council-sponsored programs a year.
- **Required Training:** Completion of online and in person classes of Red Cross Small Craft Safety as led by a Canoe Instructor.
- **Highly Recommended:** GSNEO leadership development courses: Basic Leadership Training: Girl Scouting 101, Welcome to Girl Scouts, and Program Volunteer Training (in-person and online).
- 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.