

## Volunteer Position Description: Career Expert

**Summary:** As a Career Expert you will design activities, projects, or plan experiences (events or workshops), which connect to your areas of expertise to help girls learn new skills. You will work with a Girl Scout staff member to match your expertise/proposed program, experience, or event, to an appropriate Girl Scout age level.

**Position Supported By:** Specialized & Episodic Volunteer Coordinator will be the primary point of contact, and will review and provide feedback on your Career Expert proposal (where you outline what activity, project, event, or workshop you are kindly offering).

**Important things to know:** If hosting an event we recommend to hold the event on a Saturday or Sunday as this is when most girls are available. Events average 20 girls in attendance.

### Responsibilities:

- Commit to facilitating an activity, project, or experience for the girls, which help girls learn new skills.
- Commit to providing a free or low-cost activity, project, or experience for the girls. Career Experts are responsible for covering their own costs; costs of materials for activities, cost of snack-if providing, cost of venue, etc.
- Handle the registration/sign up on your own or may request GSNEO staff over see registration/sign up for a per girl fee.
- Participate in online GSNEO orientation and training related to the Career Expert Initiative (This is an online/virtual training, for your convenience).
- Submit a Career Expert proposal (questions/prompts will be provided to make this process easier)
- Have a discussion with the Volunteer Coordinator regarding your proposal. This discussion can be in person, on the phone, or over online video chat. This meeting is a time for the Volunteer Coordinator to ask additional questions and provide suggestions regarding the proposal.
- Share registration and attendance information with GSNEO; this is the names and troop numbers of those who sign up, and those who attend, if hosting an event.

### Position Commitments:

- **Administration:** Comply with Girl Scouts of the USA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies. The Volunteer Coordinator will assist in reminding you of applicable policies.
- **Term of appointment:** One or more Career Expert workshops, or six (6) months of being listed as a presenter available for girls and troops to schedule with; renewable upon completion of satisfactory evaluation.
- **Time Commitment:** Time commitment is subject to the experience being offered. Programs/Workshop sessions, also referred to as events, should be no longer than two (2) hours in length. Multiple workshop sessions may be scheduled if needed.
- **Required Training:** Training required for the facilitators (aka adults hosting the event) includes all online sessions for the topics of ... Welcome to GSNEO, Girl Scout Program Overview and the age level characteristics appropriate for the experience or event being offered.
- By accepting this volunteer position with Girl Scouts of North East Ohio I will 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.

\*Members may substitute for the word God in accordance with their own spiritual beliefs.