



Volunteer Position Description: Program Aide Trainer: STEM Pathway

Summary: A Program Aide Trainer: STEM Pathway is dedicated to helping Girl Scout Cadettes (6th – 8th grade) succeed in earning the Program Aide Award through facilitating GSNEO's prerequisite 2-day Program Aide Training with an emphasis on STEM. Program Aide Trainers: STEM Pathway work directly with girls and facilitate the training utilizing GSNEO's approved curriculum.

Position Supported By: Manager, STEM

Responsibilities:

- Create a welcoming and inclusive atmosphere when working with council, volunteers, and girls.
- Safely operate and understand the mechanics behind GSNEO STEM Equipment such as but not limited to: 3D Printers, Laser Cutters, CNC machine, Arduino, LEGO Robotics kits.
- Always represent the council in a positive and professional manner.
- Exhibit nondiscriminatory attitudes and behavior in all internal and external working relationships.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Ensure timely communication between council, volunteers, and girls.
- Understand the basic developmental characteristics and needs of girls.
- Be able to work with youth and adults of diverse knowledge and experience.
- Demonstrate dependability, honesty, credibility, and be resourceful.
- Follow GSNEO's approved Program Aide curriculum.
- Devote sufficient time to the duties of the position (shopping for food and other items before the training, training set up, 2-day overnight training).
- Commit to facilitating 2 Program Aide trainings a year.
- Ability to travel to various locations across GSNEO's 18 county footprint.
- Ability to promote healthy relationships among the Girl Scouts in the training and facilitating problem-solving, conflict management, teamwork, etc. when necessary.
- Practice confidentiality when presented with sensitive information (ex. Personal Medical and Health History forms, etc.)
- Maintain current American Red Cross First Aid/CPR/AED certification.

Marketable Skills and Abilities:

- Conflict management
- First Aid/CPR/AED certified
- Mentoring youth
- Motivating groups
- Organizational skills
- Critical thinking
- Problem solving
- Program planning
- Public speaking
- STEM Outreach
- Teaching
- Empathy
- Teamwork
- Workforce Development

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 (3-year commitment preferred). This role has a time commitment of 4 days annually.

- **Required training:** American Red Cross First Aid/CPR/AED certifications (Blended training; 6 hours); Basic Leadership Training: Girl Scouting 101 (1 hr.); Shadow 3 Program Aide trainings (6 days); Putting the STEM in Girl Scouting (4 hr.)
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- **Time Commitment:** 2 trainings a year (4 days)
- 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.