

Volunteer Position Description: Canoe Instructor for Adults (Level II)

Summary: Canoeing is a great team-building activity and an enjoyable and relaxing way to experience the outdoors. Canoeing programs give girls the opportunity to acquire the techniques and skills to participate in the sport. This program can also teach girls discipline, control, mental awareness, and how to work as a team.

Position Supported By: Volunteer Leadership Development Coordinator and the Volunteer Support & Services Department. Additional support provided by a combination of staff and volunteers including the GSNEO O.W.L's and outdoor trainers, as well as GSNEO staff from Girl Experience and Customer Care teams.

Responsibilities:

- Teach at least one (1) Small Craft Water Safety Training course to adults annually. Facilitate or "be on call" to facilitate at least three (3) canoeing programs for girls on one of our camp properties annually.
- Complete and pass required training for the position prior to delivery of program services.
- Conduct equipment checks before and after programs for safety, cleanliness, and good repair. Report to Volunteer Leadership Development Coordinator or Property Manager any defective equipment for replacement.
- Prepare for and deliver Girl Scout program in assigned location as prescribed in course curriculum.
- Monitor & teach proper use of the equipment while supporting positive participation with girls, caregivers, & volunteers.
- Evaluate program with other instructors and supervisor and make suggestions for improvements the following year.
- Assist in conducting annual equipment inventories.
- Communicate by phone and electronically with volunteers and staff prior to upcoming courses.
- Maintain & submit required rosters, documentation, & reports for all programs and events; Administer & submit evaluations.
- Represent the council at all times in a positive and professional manner and be guided in all actions by the Girl Scout Mission, Promise, and Law.
- 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:

- Supervising Volunteers
- Team Building
- Public Speaking
- Training & Development
- Conflict Resolution
- Facilitating Effective Meetings

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:** 3 year (renewable); recertification is required every 3 years.
- **Time:** Instructors are required to teach at least 1 facilitator course to adults a year, plus be scheduled to run or "be on call" to run for at least 3 canoeing programs for girls each year on one of our camp properties.
- **Required Training:** Volunteers are required to complete the following Basic Leadership Training: Girl Scouting 101, Welcome to Girl Scouts, and Program Volunteer Training. Current first aid/CPR certification is required. Additionally, canoe program training specific to the curriculum is required.
- **Highly Recommended:** GSNEO leadership development courses (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.

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