

Job Title: Service Unit Trainer

Position Type: Volunteer, Service Unit Team Member

Term of Appointment: This position is appointed for a term of one (1) year, running August 1 – July 31, renewable annually with approval from the Service Unit Manager. Volunteers may serve a maximum of five (5) consecutive terms in this role, unless an exception is granted by council staff at the request of the Service Unit Manager.

Time Commitment: Average of 4 hours per week

Supervised by: Service Unit Manager and Volunteer Support Specialist

Position Summary

The Service Unit Trainer plays a vital role in supporting adult volunteers by delivering training, mentorship, and leadership development opportunities. This role ensures volunteers are informed, prepared, and recognized throughout their Girl Scout journey. The Service Unit Trainer fosters a culture of learning and appreciation while maintaining a close connection with both the council and the local service unit.

Primary Responsibilities

Training & Development

- Complete online Service Unit position training provided by GSDSW
- Attend the annual Service Unit Summit (typically held in August)
- Facilitate at least three (3) adult learning opportunities annually, including at least one open to all council volunteers
- Conduct mini trainings at service unit meetings and as needed
- Provide direct support and mentorship to new and current troop volunteers
- Promote and administer gsLearn (Girl Scouts' online learning platform) within the service unit
- Facilitate at least one training session annually at a council event (e.g., Super Saturday, Volunteer Conference, or online session)
- Track and maintain accurate records of volunteer training completions

Volunteer Recognition & Engagement

- Promote and support volunteer recognition efforts year-round
- Report on training and recognition opportunities during service unit meetings
- Help ensure a welcoming and inclusive training culture throughout the service unit

Communication & Reporting

- Maintain consistent communication with the Service Unit Manager and Volunteer Experience Director
 - Provide ongoing feedback to the council about local training needs and volunteer development opportunities
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Qualifications & Core Competencies

- **Girl Focus:** Foster a learning environment that empowers girls and supports their adult leaders
- **Personal Integrity:** Demonstrate honesty, reliability, and professionalism
- **Adaptability:** Respond positively to change and support others in dynamic situations
- **Oral Communication:** Speak clearly and confidently when leading or presenting

- **Positivity:** Uphold the values and mission of Girl Scouting in a respectful and uplifting way
 - **Computer Skills:** Proficient with email, internet access, social media, and online platforms like gsLearn
 - **Time Management:** Meet all deadlines and fulfill responsibilities in a timely manner
 - **Additional Requirements:**
 - Current GSUSA membership
 - Completed background check and all required training
 - Volunteer in good standing with GSDSW
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Benefits

- Enhance your public speaking and facilitation skills
 - Expand your knowledge of Girl Scouting
 - Connect with volunteers across your service unit and council
 - Be recognized and appreciated for your commitment to Girl Scouts
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Acknowledgment

By signing below, I affirm that I understand the responsibilities of the Service Unit Trainer role and agree to fulfill them to the best of my ability.

Date: _____

Phone: _____

Name (Print): _____

Email: _____

Address: _____

City, State, Zip: _____

T-shirt Size: _____

Date of Birth (MM/DD): _____

Years in Girl Scouting (combined girl/adult/volunteer): _____

Signature: _____